



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Bluff Community Board to be held in the Bluff
Municipal Chambers, Gore Street, Bluff on Monday
18 March 2024 at 7.00 PM**

Mr R Fife (Chair)
Mr S Graham
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Advisory member

MICHAEL DAY
CHIEF EXECUTIVE

Bluff Community Board - Public Agenda

18 March 2024 07:00 PM

Agenda Topic	Page
1. Apologies	
2. Declaration of Interests	
a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.	
3. Minutes of the Bluff Community Board Meeting Held on 12 February 2024 (A5195336)	4
4. Bluff Action Sheet (A5220379)	12
4.1 Appendix 1 - Bluff Action Sheet and Appendix 2 - Bluff RFS Items in Progress (A5220380)	15
5. Report of the Bluff Publicity / Promotions Officer (A5265403)	19
6. Bluff Boat Ramp Facilities Upgrade – Stage 1 Update (A5240750)	24
7. Dangerous and Insanitary Buildings Overview (A5241458)	31
7.1 Appendix 1 - Dangerous and Insanitary Building Provisions of the Building Act 2004 (Policy Guidance) (A5245006)	35
7.2 Appendix 2 - ICC Dangerous Buildings Policy (A5245007)	51
7.3 Appendix 3 - ICC Insanitary Buildings Policy (A5245010)	55
8. Future Use of Building – 72 Barrow Street, Bluff (A5234796)	59
8.1 Appendix 1 – Aerial and street view photographs of the subject property (A5235679)	62
8.2 Appendix 2 – Visual building inspection report (A5236070)	64
8.3 Appendix 3 – Photographs identifying building matters of note (A5239152)	69
9. Chairperson's Report - Verbal Update	

PUBLIC EXCLUDED SESSION

Moved _____, seconded _____ that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of Public Excluded Session of the Bluff Community Board Meeting Held on 12 February 2024

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of Public Excluded Session of the Bluff Community Board Meeting Held on 12 February 2024	Section 7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

**MINUTES OF THE BLUFF COMMUNITY BOARD, HELD IN THE MUNICIPAL CHAMBERS
AT 18 GORE STREET BLUFF, ON MONDAY 12 FEBRUARY 2024 AT 7.00 PM**

Present:

Mr R Fife
Mr S Graham
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote - Advisory Member

In Attendance:

Cr B Stewart
Ms T Hurst – Group Manager Community Engagement and Corporate Services
Mr D Rodgers – Strategic Assets Manager
Mrs R Suter - Manager Strategy and Policy
Mr M Keil – Manager Infrastructure Operations
Mr A Gillespie – Senior Engineer Operations
Ms A Young – Great South
Mr M Froud – Great South
Ms C Manera – Engagement Coordinator
Mr M Morris – Manager – Governance and Legal
Mrs N Allan – Manager Bluff Service Centre
Mrs D Fife – Assistant Manager Bluff Service Centre
Mrs L Williams – Team Leader - Executive Support

1. Apologies

Nil.

2. Declaration of Interest

Nil, the Chair reminded Board members to send any updates to the governance team.

**3. Minutes of the Meeting of The Bluff Community Board held on
18 December 2023**

A5104296

Moved Cr Dermody, seconded Mr Sutherland and **RESOLVED** that the minutes of the Bluff Community Board held on 18 December 2023 be confirmed.

4. Minutes of the Meeting of The Bluff Community Board Bursary Subcommittee Meeting held on 23 January 2024

A5149367

Moved Ms Topi, seconded Mr Graham and **RESOLVED** that the minutes of the Bluff Community Board held on 23 January 2024 be received.

5. Bluff Motupōhue Tourism Masterplan Implementation

A5183487

Note: Ms Topi declared a pecuniary interest and left the room for this item.

Mrs Rhiannon Suter, Ms Amie Young and Mr Mark Froot were in attendance to speak to this item. It was noted that for the last two years there had been a coordinator to work on various projects within the implementation of the Masterplan, the first year funding was from MBIE and the second through Great South. Through the process of working through the Statement of Intent this role would not be funded by Great South, the feedback was however that the role was valuable. It was confirmed that the cost to fund the role was \$18,000 per annum. Options were proposed that the Board could fund or approach Council to fund.

Ms Young noted that the role was valuable and having the local connections had helped seeing the implementation and noted that there had been four projects completed. One of the significant projects had been the Bluff Hill Lookout project and in addition the recreation precinct project in conjunction with Council.

It was noted that one of the options provided was around funding the role from the reserve fund and concern was raised given that the role was held by a current Board member and it was felt that could be questioned and need to look at that closely. It was added that it was important to have the role but concern as to where the funding should come from. Concern raised around social media and the risk of being targeted.

A query was raised around key milestones achieved in the last 12 months. It was affirmed that there had been a lot of projects and that Ms Topi has been connected to a number of the projects. The main one would be working with the Rūnaka to get the project to design but had been a lot of progression on a number of projects.

A query was raised around where Great South would see the work continuing if the role was lost. It was affirmed that projects would not stop but would be slower progress and would need to look at projects. Having someone in place in the community had meant that there had been good progress.

A query was raised how this role and Great South benefit the community of Bluff. It was noted that Bluff was one of the three key tourism areas identified for the region and was at risk if the role did not continue. How do we capture tourists in Bluff, and was there a clear strategy for this community driven by Great South. It was affirmed that Great South was not resourced to undertake that one on one communication with the community and that the Masterplan was a long term plan. It was noted that there were other opportunities around cruise and also a number of things happening that Great South was involved in in Bluff that could not be discussed at this meeting.

A query was raised if the funding through Great South was not available for the next year.

Invercargill City Council funded Great South to an amount of \$1.9 million and yet could not fund \$18,000 for this role that had been confirmed as being valuable. It was proposed that this role be funded out of the existing funding to Great South. Great South confirmed that funding was tight.

There was comment made that money was not being spent in the community, when tourists visit, they come by bus and then leave.

A query was raised if the Board could add an option that the Board requests that Council asks Great South to include this funding as part of Council's existing funding of Great South.

A query was raised around the priorities and where Bluff would sit within that. In the tourism plan it was noted that there were four projects relating to Bluff and confirmed that it was a regional document.

It was reaffirmed that the role was important and that benefits not only Bluff but the region and another option may be share funding with Great South and some funding from the Community Wellbeing Fund. It was noted that that fund had a requirement of co-funding and that there were some other funding options for Bluff.

A query was raised what would happen if the role was not funded and it was affirmed that the Masterplan Implementation would continue but that the progress would be slower.

It was confirmed that the role was funded until the end of June and that the Board would need to look at further options, a new resolution was proposed.

Moved Cr Dermody, seconded Ms Stockwell that the Bluff Community Board:

1. Request that the Invercargill City Council include in their Statement of Intent that Great South fund this role from existing funding.

The motion, now put, was **RESOLVED**.

Mr Frood noted that Great South wanted to work with the Community and were passionate about Bluff.

Moved Cr Dermody, seconded Ms Stockwell that the Bluff Community Board:

1. Receive the report "Bluff Motupōhue Tourism Masterplan Implementation".

The motion, now put, was **RESOLVED**.

6. Verbal Update on LTP Engagement

Mrs Rhiannon Suter and Ms Cat Manera were in attendance to speak to this item.

Moved Mr Sutherland, seconded Mr Graham that the Bluff Community Board:

1. Receive the "Verbal Update on LTP Engagement".

Consultation would open on 29 February and finish on 2 April 2024. Mrs Suter proposed that a round table drop-in event over two hours be held on the evening of 5 March at St Johns Hall, Lee Street, Bluff, where the Bluff Community could ask questions and give their thoughts on items such as the swimming pontoon, what reserve land was high priority to keep and what was not high on the list to keep, the boat ramp, toilets and car parking, and any other questions they may have.

The Board noted that they would like to hold a Facebook live consultation event dedicated to Bluff.

It was noted that the Chair had received a draft page of the LTP on Bluff, the other Board members would like a copy emailed to them also, Mrs Suter undertook to do this.

The motion, now put, was **RESOLVED**.

7. Bluff Action Sheet

A5032146

Mr Matt Keil, Mr Alan Gillespie and Mr Doug Rodgers spoke to the report.

Moved Mr Sutherland, seconded Mr Graham that the Bluff Community Board:

1. Receive the report 'Bluff Action Sheet'

Waka Kotahi was funding the cycleway footpath for one kilometre from Suir Street to the Information Kiosk. The Board expressed their disappointment that they were not informed before the work started. Waka Kotahi were supposed to be in attendance, but had put in an apology. Board members felt that Stirling Point was a much higher priority over the widening of the footpath. Board members concerns would be conveyed to Waka Kotahi. Cr Dermody would like the Chair to make contact with Waka Kotahi to personally invite them to attend a meeting.

The Board had requested a map showing who was responsible for each area – Parks, Waka Kotahi, Roading, and Environment Southland, Mr Gillespie would provide this to the Board.

Downer water renewals were going well in the Liffey street area.

Mr Keil informed the Board that a new Alliance Manager had been appointed and would commence his role on 18 March, his core duty would be to both support and lead the Waihōpai Alliance for all operational roading matters.

Waihōpai Alliance represents the Invercargill City Council Maintenance Alliance delivered with Fulton Hogan to Invercargill City Council ratepayers. A new alliance logo had been developed by Koukou Creations with the logo representing colour elements of both Invercargill City Council and Fulton Hogan and a Koru.

The footpath renewal was an ongoing program, this year 50% of the budget was going to 13 new footpaths or renewals in Bluff. Cr Dermody would like there to be a discussion with Community Board members about which footpaths were important to them to be new or renewed. Mr Rodgers would have the plan for the footpaths available from the 16 February and would forward to the Chair for distribution to members.

The monthly meetings with Mr Gillespie were very valuable and going forward would like to carry these on. Three things from last month's meeting were, stickers for the new recycling rules were being delivered around Bluff at the moment, wheelie bin clips that were being handed out from the Bluff Service Centre were received very well, it was hoped that more can be sourced, and Stirling Point CCTV was scheduled for June 2024.

Ms Stockwell noted that the gardens and mowing around Bluff are a disgrace, there was no one available to speak to this, and Mr Keil would ask Mrs Rain to respond by email.

Ms Topi noted that the speed signs around the school were great, Ms Stockwell noted that one was missing from the Boyne Street / Foyle Street intersection, staff would follow this up.

Mr Graham noted that Bluff Promotions would like wheel stops at Stirling Point to stop cars and camper van driving over the edge. Mr Rodgers would look into this.

Cr Dermody suggested that the Board approach the local engineering firms to see if they would be interested in designing and supplying new Christmas decorations, which could have lights attached to them. He also suggested approaching SIT, Cr Dermody noted he was happy to investigate.

The Request for Service page in the agenda was going to be updated to four columns:

- Department
- Actioned
- Assigned
- Completed

This should then show which ones had been assigned and which ones had been completed.

Item 22 – Ms Topi would like a copy of the design of the Blackwater / Shannon Street intersection.

Item 78 – Ms Topi noted that the centre lines had not been painted yet, Mr Gillespie would follow this up.

Ms Topi enquired about the hedge adjacent to the Council Chambers, part of it was owned by Waka Kotahi, and Mr Gillespie would talk to Waka Kotahi.

The Community Board would like someone from the compliance team to attend their next meeting to address the unsafe building in Bluff, and to explain how the legislation works to the Board.

Ms Stockwell noted that sumps were flooding around Bluff, Mr Keil reported that it would be because they had been blocked with leaves, rubbish etc, and noted that sometimes the capacity of rain was far too great for the drain. He requested that if any drains were blocked that it be reported as an RFS.

Mr Keil noted that Kiwi Rail would like an agenda for them to attend a Board meeting.

The motion, now put, was **RESOLVED.**

8. Report of the Bluff Publicity / Promotions Officer

A5187926

Mr Lindsay Beer spoke to the report.

Moved Mrs Coote, seconded Mr Sutherland that the Bluff Community Board:

1. Receives the "Report of the Bluff Publicity/Promotion Officer"

Bluff Promotions were invited to display a promotional stall in Esk Street on Waitangi Day they were informed the day before that they could not go under the verandas, because the weather was so bad on the day, they decided not to attend.

Tenders for the promotional sign had been received, and went back to the lowest tenderer for more information and they had decided to pull out and was now talking to another tenderer.

Had done promotion work for the Bluff Flower Show.

Mr Beer spoke to Great South about the work being done around cruise ships, and they confirmed it was the best way to go, need to get businesses and groups to come up with ideas on how to get the visitors to stay in Bluff.

Ms Topi queried who was responsible for the Burt Munro, Bluff Hill Climb, it was confirmed that a Motorcycle Club was, there was concern over the lack of promotion and also the lack of communication for businesses, one local business catered extra food, only to find out there were six food trucks located at Bluff Hill. It was noted that Bluff Promotions should be involved in events that happen in Bluff.

Ms Topi queried at what stage the Event guideline form was, it was noted that it was close to being finished.

The motion, now put, was **RESOLVED.**

9. Elected and Appointed Members' Attendance Register – January to December 2023 - Bluff

A50168608

Mr Michael Morris was in attendance to speak to this item.

Moved Cr Dermody, seconded Mrs Coote that the Bluff Community Board:

1. Receives the report Elected and Appointed Members' Attendance Register – January to December 2023 - Bluff'.

Mr Morris noted that this is usually a LGOIMA request, especially around election time. Mr Morris asked members to contact him if they thought there were any errors.

Mr Morris asked how often the Board would like this information, it was confirmed once a year.

The motion, now put, was **RESOLVED**.

10. Chairman's Report - Verbal Update

Moved Mr Fife, seconded Cr Dermody that the Bluff Community Board:

1. Receive the report "Chairperson's Report - Verbal Update".

The Chair noted that he along with some board members and the Deputy Mayor had met with a company looking at the possibly of using the by-product from Tiwai. He further noted that the Deputy Mayor attending had been valuable given his past role at Tiwai.

Waitangi Day was well received and was a great community day. On behalf of the Bluff Community, we would like to thank the Marae.

The motion, now put, was **RESOLVED**.

11. Public Excluded

Moved Cr Dermody, seconded Ms Topi and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) Minutes of Public Excluded Session of the Bluff Community Board Meeting Held on 18 December 2023
- (b) Minutes of Public Excluded Session of the Bluff Community Board Bursary Subcommittee Meeting Held on 23 January 2024

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of Public Excluded Session of the Bluff Community Board Meeting Held on 18 December 2023	<p>Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
(b) Minutes of Public Excluded Session of the Bluff Community Board Bursary Subcommittee Meeting Held on 23 January 2024	<p>Section 7(2)(a) Protect the privacy of natural persons, including that of deceased natural persons</p>	<p>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

There being no further business, the meeting finished at 9.26 pm

BLUFF ACTION SHEET

To: Bluff Community Board

Meeting Date: Monday 18 March 2024

From: Infrastructure and Parks

Approved: Erin Moogan - Group Manager - Infrastructure Services

Approved Date: Wednesday 13 March 2024

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

To update the responses to the issues raised in the Bluff inspections.

Recommendations

That the Bluff Community Board receive the report "Bluff Action Sheet".

Background

The Bluff action sheet was developed following on-going inspections by the Bluff Community Board and Council staff. The action sheet updates the actions identified during these inspections. The last Bluff check-in was on 11 March 2024.

Where action items have been closed-out they are moved from the list "Appendix 1" and archived. Operational day-to-day issues are added to Appendix 2 with an RFS (Request For Service) reference. These will be dealt with accordingly in the council's RFS system.

Progress Update

Strategic Asset Planning

Footpath renewals have been planned with locations in Bluff having been identified. The programmes budget will determine the quantum of footpaths Council can renew this financial year. The updated list of sites is:

Barrow Street East (#4-208 RHS and #225-327 LHS)
Anne Street (#10-130 RHS)
Elizabeth Street North (#9-178 LHS)
Henderson Street (#339-421 LHS)

Burrows Street (#312-440 RHS and #318-406 LHS)

Lagan Street West (#511-797 LHS)

Raymond Street (#7-308 LHS)

Suir Street South (#87-140 RHS)

State Highway 'no parking' was raised at the last Board meeting and where the State Highway boundary is. We have identified the point where the State Highway boundary is located and will raise the matter with NZTA.

Roading

The installation of variable speed signs at the two schools in Bluff, St Teresa's School and Bluff School has been completed. These variable speed signs reduce the speed limit around these school zones to 30km/h during school drop-off and pick-up times.

The vandalised glass panel at the Stirling Point viewing platform has been replaced.

Waihōpai Alliance

As we continue to work in the new roading Alliance, local graphics firm Koukou Creations have worked to design a new fit for purpose logo for the Waihōpai Alliance. This fits the attributes of both alliance partners, Invercargill City Council and Fulton Hogan Limited. This new logo will become more publicly visible as time goes on with uniforms, plant vehicles, reports and signage to reflect the joint alliance brand.



Requests for Service

February 2024

Department	Actioned	Being Investigated	Total Received
Building Maintenance	1		1
Drainage	2		2
Parks Department	5	2	7
Refuse	5	1	6
Roading	13	2	15
Water Services	1		1
Total Received	27	5	32

Next Steps

Ongoing review of the Action Sheet.

Attachments

1. Appendix 1 - Bluff Action Sheet (A5220380)
2. Appendix 2 - Bluff - RFS Items in Progress (A5220380)

Bluff Community Board - Public Agenda - Bluff Action Sheet (A5220379)

APPENDIX 1

A5220380

Bluff Inspection Action Sheet

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe
PROJECT MANAGEMENT OFFICE						
3	2019	Project Management Office	Boat Ramp	02/02/2024 - Stage 1 is progressing well after a difficult period last year with varying rocks on the seabed. The PU section for the east jetty is now in, and we are just waiting for the final stainless items. The West will start in April as planned.	Lee Butcher	East and West pontoons (mid 2024)
98	2019	Project Management Office	Stirling Point CCTV	02/02/2024 - The CCTV package is out for tender as planned, more information will be updated once we review tenders (late Feb/March)	Lee Butcher	stage 1 (mid 2024)
STRATEGIC ASSET PLANNING						
4	2019	Strategic Asset Planning	Stirling Point	Footpath is still awaiting decisions. No further decisions have been made to advance a solution. The number of alternative options has not really changed and car parking remains to be a significant problem. No further progress has been made on this project. Footpath funding has also been cut but solutions are still being considered. Future workshops with the Board should consider options and direction. No funding has been allocated for development works. Further strategic planning is needed to look to have longer term plan available.	Doug Rodgers	Hold
22	2020	Strategic Asset Planning	Shannon / Blackwater Streets intersection for pedestrians	Design in completion stages for approval by Waka Kotahi. Project timeline to complete by end of 2023. 12/02/2024 - Design complete and approved by Waka Kotahi for the Bluff Cycle Way extension. This extension is from the current end at Suir Street, through to the Bluff information kiosk. This will improve the Blackwater/Shannon Street intersection for pedestrians crossing Shannon Street, with the inclusion of kerb let-downs. Construction has commenced, completion expected at the end of April 2024.	Lesley McCoy	Dec-23
38	2020	Strategic Asset Planning	Stirling Point	Replacement for tyres has been costed and it is being considered where funding for this can be obtained. Agreed that the area needs further attention. 01/09/2022 Met with Ray and Tammi. ICC to confirm private boundary by 09/09/2022. Property boundary does cross the wall, about half the wall is inside the property. No funding is currently allocated for new works. Changes planned here need to align with what is strategically planned. Some resolution needed on how the area should be managed, importance of Board input noted. How can parking be improved or should restrictions be in place. All parties aware that land is a limitation and any project will need high capital investment. 19/02/24 Clarification on the boundary of the State Highway and ICC roading has been sought. Stirling Point Planning to continue. 04/03/24 - Boundary of State Highway confirmed in report.	Lesley McCoy/ Doug Rodgers	On Hold
63	2023	Strategic Asset Planning	Footpath renewals programme	25/08/2023 - No footpath renewals currently planned for Bluff. Noted renewals are planned when the current condition of the footpath reaches a level of service where footpath failures regularly cause potholes/trip hazards. AG to follow up with ICC Asset team regarding current footpath condition ratings. 8/12/2023 - Condition assessments on all footpaths are currently being undertaken across Invercargill and Bluff. 12/2/2024 - The footpath renewals for Bluff this year includes 1800m of footpath renewals, plus 200m of new footpaths. This is driven in large part by the reseal program for 2024/2025, and is close to 50% of the cities spend for Invercargill and Bluff. A new 200m length of footpath is located along Barrow Street between Lee Street and Palmer Street. We have identified the west side footpath for renewal (police station side), and on the east side a new footpath will be added. 19/02/24 - awaiting final footpath renewal programme, draft received, some clarification needed on the order of work. The number of footpaths to be completed are controlled by budget. Bluff Cycleway/Footpath – Work approx. 1 week behind, budget currently tracking under, OnTrack for end of April completion. 04/03/24 - Footpath programme being finalised. Sites listed in cover report.	Lesley McCoy/Doug Rodgers	In Progress
78	2023	Strategic Asset Planning	Foreshore Road – May need speed advisory at corner	15/11/2023 - Speed advisory signs at corners not appropriate at location. Painted centrelines required to keep motorists in their respective lanes around these sharp corners, this will also have a slowing effect as corners more defined. Maintenance contractor to be advised and programme set. 08/12/2023 - Plan to be drawn and delivered by Waihopai Alliance Team by 31 January 2024. 08/08/2024 - Plans issued to Waihopai Alliance. WA dispatched (#24/4152), and programme to complete before end March. Move to Appendix 2.	Allan Gillespie	31-Mar-2024
85	2023	Strategic Asset Planning	Bluff Sign at Entrance	Waka Kotahi needs to be approached again to see if a solution to the lighting can be reached. At present lighting is not permitted.	Lesley McCoy	In Progress
97	2023	Strategic Asset Planning	Street lighting - Murihuku Place & Rons Place	31/08/2023 - No street lighting, popular route for walkers at night, feels unsafe.	Lesley McCoy	28-Feb-2024

Bluff Community Board - Public Agenda - Bluff Action Sheet (A5220379)

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe
98	2023	Strategic Asset Planning	Foreshore Road - No-parking lines	31/08/2023 - Request for No-parking lines on Foreshore Rd opposite Bluff Engineering & welding. Truck and trailers are regularly blocked from accessing yard by vehicles parked on South side of Foreshore Rd. 08/08/2024 - Plans issued to Waihopai Alliance. WA dispatched (#24/4152), and programme to complete before end March. Move to Appendix 2.	Lesley McCoy	31-Mar-2024
INFRASTRUCTURE OPERATIONS						
58	2023	Infrastructure Operations	Bank has slipped out front of 96 Bann Street	04/08/2023 - Bank repairs complete with gabion baskets & subsoil pipes. Stormwater main replaced. 11/10/2023 - Powernet to reinstate power pole. 08/12/2023 - Awaiting update from Powernet 02/02/2024 - Power pole reinstatement scheduled for the week of the 26/2/24. Move to Appendix 2. 08/03/2024 - Power pole reinstated. Downer to remove temporary 'hit stick' bollards installed for temporary traffic management during the temporary pole relocation.	Allan Gillespie	Complete
82	2023	Infrastructure Operations	Street Litter Bins	BCB requests new street litter bins at Stirling Point Lighthouse carpark. 25/08/2023 - Stirling Point Lighthouse - Parks & Recreation land - Parks advised. Awaiting further update. 5/02/2024 - Parks confirmed no bins will be provided. Signs to be installed to "take rubbish with you". Emailed copy of signage to Caroline.	Annie Benjamin has handed over to Caroline Rain	28-Feb-2024 (Completed from ICC) Next Steps to be actioned by Parks
83	2023	Infrastructure Operations	Cycle track access issue north of over bridge - Bluff Highway	Cars using cycleway to access property. ICC to investigate erecting bollards to prevent vehicle access from Princes Road and north of railway overbridge on Bluff Highway. 25/08/2023 - Confirmed bollards to be installed on cycletrail either side of rail overbridge. Contractor to programme. 08/03/2024 - North side of bridge - Previous bollards blocking entrance to cycle trail damaged. Waihopai Alliance dispatch #24/4068, wooden bollards to be replaced. South side of bridge at Princes Road - Developer of 92 Princes Road using the cycleway to access this lot. In discussions between developer and ICC, our requirements are developer needs to extend Princes Road to Council standards, as well as new vehicle crossing application to access this property.	Allan Gillespie	30-Mar-2024
84	2023	Infrastructure Operations	Kiwi rail	To arrange discussion on issues in Bluff. 01/02/2024 - BCB to provide agenda to AG to set up meeting.	Allan Gillespie	28-Feb-2024
87	2023	Infrastructure Operations	12 Marine Parade - Footpath Maintenance	Contractor trimmed overhanging bushes. Property owner to be contacted to maintain verge frontage. 15/11/2023 - Contractor to propose long term solution to reduce maintenance on footpath, awaiting further information.	Allan Gillespie	31-Jan-2024
95	2023	Infrastructure Operations	Ocean Beach Road - Motorists parking in cycle lane	31/08/2023 - BCB noted motorists are currently parking in the cycle lane blocking cyclists using the Bluff trail along Ocean Beach Rd. 11/10/2023 - Options being investigated. 8/12/2023 - Need to have a lane line (WK responsibility), EMP (cycleway maintenance) at 25m spacings and have painted symbols (regular intervals) on shared path to highlight. Confirm no cables for EMP and discuss with WK. 08/03/2024 - Discussions with Waka Kotahi have led to the conclusion that bollards placed every 25m may still not stop motorists parking in the cycle lane. Recommend using something more substantial such as a non mountable barrier or kerb blocks. ICC to investigate and propose long term solution.	Allan Gillespie	31-Mar-2024
71	2023	Infrastructure Operations	Gore Street (between Onslow/Henderson) – Hedge trimming along fence line.	Currently encroaching into parking bays opposite 2-20 Gore St. Allan to action with contractor. 02/02/2024 - Hedge is within the SH1 corridor, and should fall under NZTA State Highway maintenance. AG to discuss immediate and ongoing maintenance requirements with NZTA (Jacob Manson). 08/03/2024 - Potential removal of hedge. Awaiting confirmation from NZTA.	Allan Gillespie	31-Mar-2024
99	2023	Infrastructure Operations	Stirling Point glass balustrade	08/12/2023 - One panel of glass broken immediately after 3 panels were replaced in Dec 2022. No further vandalism has occurred. Decision has been made to proceed with the replacement of broken panel. Contractor to provide an estimate to replace the glass. 02/02/2024 - Glass ordered, to be installed once delivered. Move to Appendix 2. 08/03/2024 - Replacement glass panel installed at Stirling Point.	Allan Gillespie	Complete
100	2024	Infrastructure Operations	Christmas Decorations for Dec 2024	01/02/2024 - Flags keep being damaged from wind. Whats the plan for Christmas décor this year? 08/03/2024 - Erin Moogan to raise the 2024 Christmas decorations for Invercargill and Bluff to the ELT. Erin will report back to BCB.	Allan Gillespie	30-Jun-2024
PARKS AND RECREATION						
1	2019	Parks and Recreation/ Roading (erosion)	Bluff War Memorial	Onsite held Engineer 02/02/21 to understand options. Organise meeting with Bluff RSA, date to be confirmed. There is a section of land west of the memorial that is beginning to erode as a result of tidal impacts which is making it difficult to maintain. Parks and Recreation are looking into a solution to manage this. Infrastructure have resolved this issue in the short term by filling in the holes. An engineered solution is required regarding the erosion issue.	Caroline Rain	Under Action - Investigation on long term plan for memorial site Contract 807 Downer has filled the subsidence on 14/09/2022
2	2021	Parks and Recreation	Access Restriction to the Beach from Stirling Point Pilot Station Esplanade Reserve	Further consultation on this paper has been undertaken by Te Ao Marama. ICC staff have met on site with Tammi Topi to look at the issues and potential alternatives. An onsite workshop is being planned.	Caroline Rain - Parks and Recreation	Under Action to arrange date/time

Bluff Community Board - Public Agenda - Bluff Action Sheet (A5220379)

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe
5	2023	Parks and Recreation	Land review	<p>38 Suir Street, JG Ward Reserve, Part Bluff Hill Reserve, Bluff Camping Ground land parcels were by Community Wellbeing Committee for Council Officers to proceed with Public Notification with the community on the potential alternative uses of these spaces. There is no predetermination that any of these land parcels will proceed to sale, there is planning underway for a public drop in session in early March for people to engage in this process and inform council of their community voice.</p> <p>Public notification for Awarua and Mokomoko closed 27 October 2023 after a two month period (extended by one month). Awarua Bay Road Reserves were endorsed by the Community Wellbeing Committee on 13 February 2024 to request to the Minister of Conservation to remove reserve status which is currently under action. Mokomoko is on hold until further collection of information is completed.</p>	Caroline Rain - Parks and Recreation	Awarua Bay Road Reserves now with Minister of Conservation for approval. Mokomoko is on hold
6	2023	Parks and Recreation	Water Provision at Green Point Cemetery	Work scheduled with the intention that water provision at Greenpoint Cemetery will be completed by the 09/02/2024.	Caroline Rain - Parks and Recreation	1/02/2024 - Complete
7	2023	Parks and Recreation	Water Provision at Bluff Cemetery.	<p>A solution at Bluff Cemetery is currently being reviewed - the team is working on ensuring water can connect to the tank so it has an ongoing supply of water. Options being investigated are to work with infrastructure on viability of connecting to main water supply or adding filling of the tank to the Team's duties when on site. Concept Plan being prepared for fixed solution. We are awaiting an engineering solution and cost expectations as this is a new connection that will need to be established.</p> <p>Contractors have been engaged to complete the connection.</p>	Caroline Rain - Parks and Recreation	Under Action
9	2023	Parks and Recreation	Bluff Community Marae at 10 Onslow Street (Senior Citizens leased land)	<p>Work has been progressing with Healthy Families, Awarua Whanau Services to develop a Community Garden in this location. Community engagement through a community meeting held Wednesday 4 October and online provided positive feedback and ideas which are still being collated. Feedback is also welcome through the Community Board forum. A concept plan is being drafted from the community feedback received. A Memorandum of understanding has been drafted for the multiple interest parties to understand who does what</p>	Caroline Rain	Under Action
10	2023	Parks and Recreation	Sandy Point Masterplan update	<p>Sandy Point Domain Masterplan feedback and Management Plan state one consultation and information gathering has closed (31 January 2024). Council staff are currently undertaking a review of all submissions and will be beginning to draft the 2024 Sandy Point Management Plan.</p> <p>Currently on hold</p>	Caroline Rain - Parks and Recreation	Masterplan Final completed September Management Plan stage 1 of 2 consultation closed 31 Jan 2024
77	2023	Parks and Recreation	Foreshore Road/Murihuku Road – Sight distance reduced by plantings – Southport	To confirm maintenance accountability between Southport/ ICC Infrastructure/ ICC Parks	Caroline Rain	In Progress
96	2023	Parks and Recreation	Wash-out end north end of Foreshore Road - Awarua Boating Club	Bank at the beach, north end of Foreshore Road being washed-out by unknown source of water. Looks to be stormwater related, requires further investigation. Extension for this work is requested - design to be completed end June 2024.	Caroline Rain/ Infrastructure	31-Jan-24

Bluff Community Board - Public Agenda - Bluff Action Sheet (A5220379)

APPENDIX 2

A5220380

Bluff Action Items "RFS's In Progress" *For review - items resolved and being actioned

Item	Year	Responsibility Area	Issues/Projects	Actions	ICC Contact	Timeframe
65	2023	Infrastructure Operations	30 Barrow Street, footpath too narrow, 0.8m	01/08/2023 - No renewal planned for this particular stretch of footpath. Potential trim and tidy up as interim measure. Property owner to be notified to trim and maintain their boundary hedge. 25/08/2023 - Owner notified to trim overgrown hedge back to boundary. Property is currently vacant and garden unattended. 08/12/2023 - Letter sent to owner to remove hedge from boundary. Awaiting feedback, if none Contractor will remove in February 2024.	Allan Gillespie	15-Feb-2023
92	2023	Infrastructure Operations	Pine tree/gorse in Lagan Street road reserve	Pine tree/gorse complaint in Lagan Street reserve between Slaney Street and Brandon Street. Gorse bushes removed. ICC investigating if tree to be maintained or removed. 11/10/2023 - Gorse removed. Parks advised pine tree branches should be trimmed short term, however would be best to remove completely medium term. Costs \$2,200 to trim/remove dead branches, \$4,800 to remove tree completely. 01/02/2024 - BCB confirmed pine tree to be removed completely. Second pine tree in good health to remain for now. AG to action. Move to Appendix 2. 08/03/2024 - ICC currently confirming quote to remove trees and advise adjacent land owners.	Allan Gillespie	30-Mar-2024
99	2024	Infrastructure Operations	Shannon Street/Gore Street intersection island	01/02/2024 - Shannon St/Gore st intersection island – lots of weeds, needs cleanup and/or spray 05/02/2024 - This is Southroads (NZTA Contractor) as it is within 30m of the SH and also as it is on the centre island. Sent to Southroads to action	RFS 410860	Complete
100	2024	Infrastructure Operations	Slump in road outside 86 Gore Street	01/02/2024 - Slump in roadway on Gore St outside 86 Gore St (SH1) 02/02/2024 - This slump was identified in Oct 2023 and passed onto the NZTA SH Maintenance contractor. They advised this needs to be discussed with NZTA. Awaiting feedback from NZTA.	Allan Gillespie	New
101	2024	Infrastructure Operations	Slump in footpath - 76 Gore Street	01/02/2024 - Slump in Footpath, trip hazard. 05/02/2024 - Fulton Hogan - Administrator - GEN This area has cones marking the hazard. Supervisor to discuss options with ICC. Dispatch 3488	RFS 410859	Being Investigated
102	2024	Infrastructure Operations	Grass cutting along Marine Parade	01/02/2024 - Grass cutting along Marine Parade not consistent – grass quite high in places 02/02/2024 - Unsure if this is Parks or NZTA, AG follow up and RFS accordingly	Allan Gillespie	New
103	2024	Infrastructure Operations	Vehicle crossing damage	01/01/2024 - Vehicle crossing at 119-123 Slaney St damaged from recent water renewals project. 08/03/2024 - Driveway in question is in no worse condition after construction than it was before. No further action required. Emailed BCB on 11/03/2024.	RFS 410861	Complete
104	2024	Parks and Recreation	Foyle Street Reserve - seating	01/01/2024 - Is there any opportunity to replace the shrubs along the banks of Foyle Street reserve with some form of terraces to accommodate seating to watch sporting activities?	RFS 410856	Being Investigated
105	2024	Parks and Recreation	Foyle Street Reserve - overhanging shrubs along footpath.	01/01/2024 - Overhanging trees/shrubs along Slaney Street footpath adjacent Foyle Street reserve.	RFS 410857	Being Investigated
106	2024	Parks and Recreation	Green belt gardens - more colour	01/01/2024 - Green belt along Gore Street – BCB request more colour within gardens. Its noted that the Invercargill gardens are much more colourful. 22/03/2024 - Parks & Rec: We will be heading to Bluff to have a tidy up, we were meant to be having someone start down there but that fell through. We are making moves to transfer one of our staff down to Bluff to keep up the maintenance. We can certainly look at other colours and options for the annual beds down the main street.	RFS 410858	Complete

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To: Bluff Community Board

Meeting Date: Monday 18 March 2024

From: Lindsay Beer – Bluff Publicity / Promotions Officer

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

To update the Bluff Community Board on activities happening in Bluff.

Recommendations

That the Bluff Community Board receive the report "Report of the Bluff Publicity / Promotions Officer".

March Events

- 1 March Bluff Oyster Season Begins**
- 2 March Heritage Adventurer Cruise Ship (Onloading/Offloading Passengers)**
- Regatta Cruise Ship in port 7.00am to 7.00pm**
- Church Service, St Mary's Star Of The Sea, Barrow Street, 6.00pm**
- 3 March Bluff New Life Church Service, 154 Gore St, 10.00am**
Daniel and Kim Kent – 212 8830
- Church Service, Bluff Community Church, 10.00am**
Corner Palmer and Foyle Street
Will and Rachel – 212 7239 / 021 030 0457
- Praise Service, Greenhills Church, 3.00pm**
Will and Rachel – 212 7239 / 021 030 0457
(held first Sunday of each month)

- 4 March Senior Citizens Card Day, Senior Citizens Centre, 1.00pm**
Catherine Culling - 212 8138
- Alpha Omega Weight Loss Group, 6.00pm**
Church Hall, Palmer Street
Fran – 212 8626
- Zumba, 6.30pm**
Bluff Town Hall
Kylie Lawson - 0274 280 056
- Bluff 2024 Urban Rejuvenation Group Meeting, Municipal Chambers, 7.00pm**
All welcome
Nikki Ladd – nikki.ladd@yahoo.com.au
- 5 March South Sprouts, Bluff Parenting and Kids Hub**
Senior Citizens Rooms, 19 Onslow Street, Bluff, 9.30am to 11.00am
South Sprouts is a Kaupapa Māori playgroup / support service for whānau with tamariki tamariki aged 0-3 years old.
Play and learn – kai, music and movement, breastfeeding support, messy play, educational workshops
- 6 March Motupōhue St John Youth Division, 6.30pm to 8.00pm**
St John Hall, Lee Street
For boys and girls aged 8 – 18 years old – Spaces still available
Terina Simeon – 021 172 9093
- 7 March Senior Citizens Meal, Senior Citizens Centre, 12.00noon**
Catherine Culling – 212 8138
- Senior Citizens Card Day, Senior Citizens Centre, 1.00pm**
Catherine Culling - 212 8138
- 8 March Heritage Adventurer Cruise Ship (Onloading/Offloading Passengers)**
- 9 March Thieves Alley Market**
Bluff Oyster Festival Site
10.00am to 2.00pm
Featuring a wide range of unique and exciting stalls each month the market also features a steampunk theme and you are welcome to meet the Badarserebel (Frazer Murdoch) local dieselpunk/steampunk creator plus his gorgeous partner in crime Tara Bladewing (Megan Taylor).
- Church Service, St Mary's Star Of The Sea, Barrow Street, 6.00pm**
- 10 March Bluff New Life Church Service, 154 Gore St, 10.00am**
Daniel and Kim Kent – 212 8830
- Church Service, Bluff Community Church, 10.00am**
Corner Palmer and Foyle Street
Will and Rachel – 212 7239 / 021 030 0457

11 March Senior Citizens Card Day, Senior Citizens Centre, 1.00pm
Catherine Culling - 212 8138

Alpha Omega Weight Loss Group, 6.00pm
Church Hall, Palmer Street
Fran – 212 8626

Zumba, 6.30pm
Bluff Town Hall
Kylie Lawson – 027 428 0056

12 March South Sprouts, Bluff Parenting & Kids Hub
Senior Citizens Rooms, 19 Onslow Street, Bluff, 9.30am to 11.00am
South Sprouts is a Kaupapa Māori playgroup / support service for whānau with Tamariki tamariki aged 0-3 years old.
Play and learn – kai, music and movement, breastfeeding support, messy play, educational workshops

13 March Motupōhue St John Youth Division, 6.30pm to 8.00pm
St John Hall, Lee Street
For boys and girls aged 8 – 18 years old – Spaces still available
Terina Simeon – 021 172 9093

14 March Pensioners Lunch, Hayz @ The Anchorage, 12.00noon

Senior Citizens Card Day, Senior Citizens Centre, 1.00pm
Catherine Culling - 212 8138

16 March Church Service, St Mary's Star Of The Sea, Barrow Street, 6.00pm

17 March Bluff New Life Church Service, 154 Gore St, 10.00am
Daniel and Kim Kent – 212 8830

Church Service, Bluff Community Church, 10.00am
Corner Palmer and Foyle Street
Will and Rachel – 212 7239 / 021 030 0457

18 March Senior Citizens Card Day, Senior Citizens Centre, 1.00pm
Catherine Culling - 212 8138

Alpha Omega Weight Loss Group, 6.00pm
Church Hall, Palmer Street
Fran – 212 8626

Zumba, 6.30pm
Bluff Town Hall
Kylie Lawson – 027 428 0056

Bluff Community Board Meeting, 7.00pm
Bluff Council Chambers

Fortitude Lodge No 64 Monthly Meeting, 7.30pm

Bruce Pagan – 212 8798

19 March South Sprouts, Bluff Parenting and Kids Hub

Senior Citizens Rooms, 19 Onslow Street, Bluff, 9.30am to 11.00am

South Sprouts is a Kaupapa Māori playgroup / support service for whānau with tamariki tamariki aged 0-3 years old.

Play and learn – kai, music and movement, breastfeeding support, messy play, educational workshops

20 March Motupōhue St John Youth Division, 6.30pm to 8.00pm

St John Hall, Lee Street

For boys and girls aged 8 – 18 years old – Spaces still available

Terina Simeon – 021 172 9093

Bluff Coastguard Meeting, Awarua Boating Club, 7.30pm

Wayne Williams – 027 522 9320

Bill Ryan – 027 439 8877

21 March Senior Citizens Meal, Senior Citizens Centre, 12.00noon

Catherine Culling – 212 8138

Senior Citizens Card Day, Senior Citizens Centre, 1.00pm

Catherine Culling - 212 8138

23 March Church Service, St Mary's Star Of The Sea, Barrow Street, 6.00pm

24 March Bluff New Life Church Service, 154 Gore St, 10.00am

Daniel and Kim Kent – 212 8830

Church Service, Bluff Community Church, 10.00am

Corner Palmer and Foyle Street

Will and Rachel – 212 7239 / 021 030 0457

25 March Senior Citizens Card Day, Senior Citizens Centre, 1.00pm

Catherine Culling - 212 8138

Alpha Omega Weight Loss Group, 6.00pm

Church Hall, Palmer Street

Fran – 212 8626

Zumba, 6.30pm

Bluff Town Hall

Kylie Lawson - 027 428 0056

26 March South Sprouts, Bluff Parenting and Kids Hub

Senior Citizens Rooms, 19 Onslow Street, Bluff, 9.30am to 11.00am

South Sprouts is a Kaupapa Māori playgroup / support service for whānau with tamariki tamariki aged 0-3 years old.

Play and learn – kai, music and movement, breastfeeding support, messy play, educational workshops

27 March Motupōhue St John Youth Division, 6.30pm to 8.00pm

St John Hall, Lee Street

For boys and girls aged 8 – 18 years old – Spaces still available

Terina Simeon – 021 172 9093

28 March Pensioners Lunch, Hayz @ The Anchorage, 12.00noon

Senior Citizens Card Day, Senior Citizens Centre, 1.00pm

Catherine Culling - 212 8138

Bluff Promotions Monthly Meeting

Municipal Chambers, Bluff Town Hall,

7.30pm

Gloria Henderson – 212 8541

30 March Church Service, St Mary's Star Of The Sea, Barrow Street, 6.00pm

31 March Bluff New Life Church Service, 154 Gore St, 10.00am

Daniel and Kim Kent – 212 8830

Church Service, Bluff Community Church, 10.00am

Corner Palmer and Foyle Street

Will and Rachel – 212 7239 / 021 030 0457

Any week day - Te Rourou Sessions – Nau mai haere mai, 8.30 am – 5.00 pm

All are welcome to come along, relax with a cuppa and enjoy a secure and safe environment for your little ones. We provide separate indoor and outdoor space for your Pepi/Tamaiti or you can interact with our wonderful team and Tamariki.

If an adult stays it is free of charge.

For further information please call – 212 8866.

Foveaux Pearls Leisure Marching: Anyone interested in joining please contact: Dianne Blair - 216 4962

BLUFF BOAT RAMP FACILITIES UPGRADE – STAGE 1 UPDATE

To: Bluff Community Board

Meeting Date: Monday 18 March 2024

From: Lee Butcher – Programme Director – Project Management Office

Approved: Erin Moogan - Group Manager - Infrastructure Services

Date: Wednesday 13 March 2024

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

To inform the Bluff Community Board on the progress made since November 2023 on the Bluff Boat Ramp Facilities Upgrade project.

Recommendations

1. That the Bluff Community Board receives the quarterly report “Bluff Boat Ramp Facilities Upgrade – Stage 1 Update”.

Update

Following the Bluff Community Board update presented in December 2023, significant advancements have been achieved during the initial phase of construction. SouthRoads has successfully concluded the installation of the concrete abutment and demobilised their site. It is anticipated that SouthRoads will resume activities in April to proceed with the Eastern works. Sub-Aqua Solutions has effectively executed all underwater tasks and demobilised the site, contributing to the overall progress of the project.

Anchorage has completed 90% of the PE Pontoon installation. The remaining tasks are the installation of the joining plate and handrails, which will be completed soon.

E-Type is steadily advancing in the fabrication of steel gangways and pontoons, ensuring a systematic and efficient development of the designated components.

Site plan and progress images have been appended to this document for reference.

Timeline

Throughout the construction phase, the project is advancing in a consistent and orderly manner. While encountering slight delays in the installation of the pontoon piles, it is anticipated that these setbacks will exert minimal influence on the overarching timeline. The project remains well-positioned for timely completion, and there is confidence that it will be finalised by the second quarter of 2024.

Stage 2 (Dryside and Ramp)

The project team continues to explore funding options for the successful delivery of Stage 2, including bids for funding from the Long-term Plan (LTP) for toilets and carpark areas.

Summary of Actions

Stage 1 Milestones: (Completed)

- Engineering Contract Awarded.
- 60% Design target date – 30 September 2022.
- Establish a project control group consisting of local representatives, ICC staff and external experts – initial meeting held 07 November 2022.
- 100% Design and Detailed Drawings target date – 18 November 2022.
- Update from ES and Southport on haul out – 07 December 2022.
- Resource application (West Jetty) to ES – May 2023.
- Main Contractor tender/procurement – August 2023.
- Contractor selection – October 2023.
- Construction – November 2023.
- Completion of the Western Jetty Civil Works, including the demolition, rockwork, abutment concrete and asphalt installation. – January 2024.
- Installation of the PE Pontoon (excluding the plate, this is being modified) – January 2024
- Installation of all four Caissons for the Steel Pontoons – February 2024.

Upcoming Milestones: (WIP)

- Complete fabrication of the Steel Pontoons and Gangways – March/April 2024
- Construction of the Eastern Jetty – April 2024
- Demolition and removal of the existing Eastern Jetty – April – 2024
- Installation of the Steel Pontoons – April/May 2024

Next Steps

Apply for additional funding from the Programme Steering Group.

Complete Stage 1 and await the final sign-off of LTP before progressing with Stage 2 (dryside and ramp).

Images for Reference

Site Plan



E-Type Fabrication



Steel Pontoon

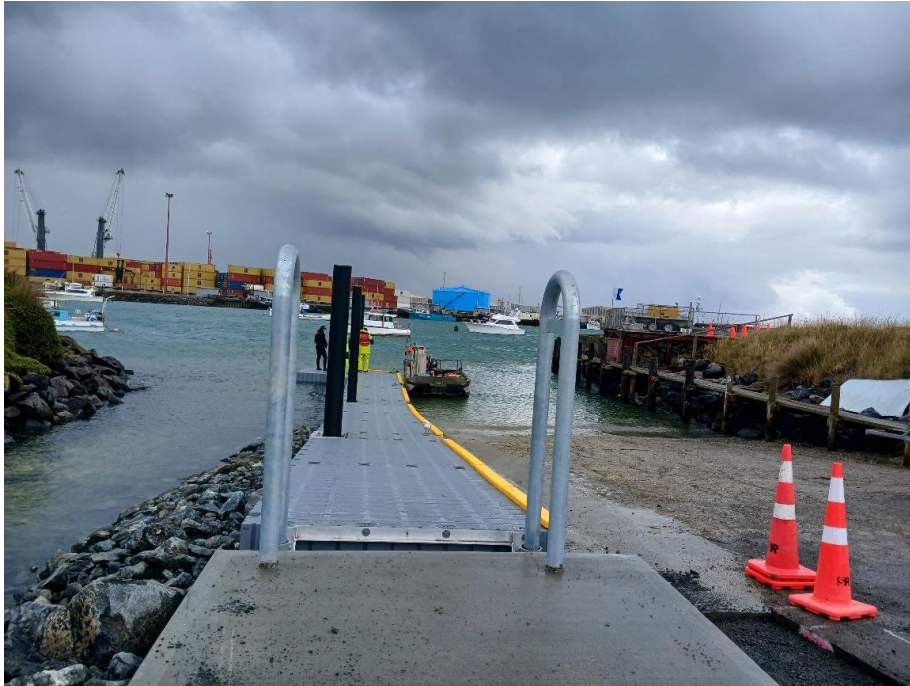


Steel Gangway

SouthRoads Concrete Abutment



Anchorage - PE Pontoon



PE Pontoon – Western Jetty

SAS – Pontoon Piles



Completed Pontoon Piles – Eastern Jetty



Caisson and Concrete Pile Base can be seen under the water – Western Jetty

DANGEROUS AND INSANITARY BUILDINGS OVERVIEW

To:	Bluff Community Board
Meeting Date:	Monday 18 March 2024
From:	Anne Duncan, Manager Planning and Building Services
Approved:	Jonathan Shaw - Group Manager - Consenting and Environment
Approved Date:	Tuesday 5 March 2024
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose

As requested by the Bluff Community Board, this report provides an overview of:

1. The Dangerous and Insanitary Buildings Provisions of the Building Act 2004.
2. Council's Dangerous and Insanitary Buildings Policies and the actions that these permit.
3. Relevant resource consent requirements.

Recommendations

That the Bluff Community Board:

1. Receives the report "Dangerous and Insanitary Buildings Overview".

Background

Legislation

The Building Act 2004

The Building Act (the Act) covers dangerous and insanitary buildings in New Zealand. The Act and its requirements apply uniformly across all of New Zealand. There is no allowance for locally specific variations in implementation. The purposes of the Act are to provide for the regulation of building work, the establishment of a licencing regime for building practitioners, and the setting of performance standards for buildings to ensure that:

- People who use buildings can do so safely and without endangering their health.
- Buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them.
- People who use a building can escape from the building if it is on fire.

- Buildings are designed, constructed, and able to be used in ways that promote sustainable development.

Sections 121 to 132A of the Act are the specific sections that relate to dangerous, affected and insanitary buildings.

Section 121 defines a building as dangerous for the purposes of the Act if:

- a. In the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause:
 - i. Injury or death (whether by collapse or otherwise) to any persons in it or to persons on other property; or
 - ii. Damage to other property; or
- b. In the event of fire, injury or death to any persons in the building or to persons on other property is likely.

Section 123 defines a building as insanitary for the purposes of the Act if the building:

- a. Is offensive or likely to be injurious to health because:
 - i. Of how it is situated or constructed; or
 - ii. It is in a state of disrepair; or
- b. Has insufficient or defective provisions against moisture penetration so as to cause dampness in the building or in any adjoining building; or
- c. Does not have a supply of potable water that is adequate for its intended use; or
- d. Does not have sanitary facilities that are adequate for its intended use.

Section 131 requires Council to adopt a policy on dangerous and insanitary buildings that identifies Council procedures (see attachments).

Earthquake-prone buildings were previously included in the sections that relate to dangerous and insanitary buildings however these were removed in 2017 and are now dealt with separately through Sections 133AA to 133AW of the Act.

Resource Management Act 1991

Under the Resource Management Act 1991 (RMA), there may be a requirement to obtain resource consent depending on the scope of works required to reduce the dangerous or insanitary conditions. Resource consent requirements may relate to demolitions, heritage provisions/protection or any other District Plan or RMA requirement.

Roles and Responsibilities

The primary responsibility for taking action to address buildings that are identified as dangerous or insanitary lies with the owner. Council's role under the Act relates to the identification and assessment of dangerous and insanitary buildings, working with owners to ensure action is taken, or in some specific circumstances taking action to address any immediate danger.

Identifying dangerous and insanitary buildings is difficult as it may not be readily apparent from the outside and it is not possible for Council to access a building without a specific purpose. Buildings are therefore often brought to Council attention by the community following large weather events which have caused damage to a building, such as high winds or hailstorms, or through notification by Fire and Emergency New Zealand following structure fires.

Where a building is deemed to be dangerous and/or insanitary the Council has the ability to take action. The level of action will be determined by the level of risk posed by the building.

When it becomes apparent that a building may be dangerous or insanitary, Council's role is to undertake an assessment of the building to establish whether it is dangerous and/or insanitary in terms of the Act, and if the risk to people is immediate. In assessing a building, Council may seek external advice from agencies such as Fire and Emergency New Zealand for fire safety issues or a Chartered Professional Engineer for structural issues.

If the building is assessed as being dangerous and/or insanitary a notice can be issued by the Council which will outline what needs to be done and stipulate a date this has to be done by. The building owner then has the responsibility to undertake works to remove or reduce the dangerous or insanitary conditions. Council at all times attempts to work with the owner of a building to achieve this. There are currently four buildings in Invercargill that have current dangerous and/or insanitary notices, and another one is under active consideration.

Where a notice is not complied with, the Council may apply to the District Court for an order authorising the Council to carry out the work. Actions identified in notices are aimed to address the dangers which are the reason for the notice. For example, they can include measures to ensure structural stability and community/pedestrian/vehicular safety.

In the event that a building is deemed **immediately** dangerous or insanitary the Council has the power to take immediate action by way of a Chief Executive Warrant. In doing so the Council has the ability to appoint an independent contractor to carry out the required work.

This work will be the minimum required to reduce the immediate risk. The work may range from restricting entry and putting up hoardings to prevent people from approaching the building to carrying out building work or demolition to remove the danger or prevent a building from remaining insanitary.

If Council takes action through a Court Order or Chief Executive warrant, the owner of the building will be held liable for the costs involved.

The Council's role applies regardless of whether or not a building is a heritage building. However, in assessing a building that is classified by the Heritage New Zealand Pouhere Taonga, Council encourages owners to consult with them, provided that the time required for consultation will not materially increase the physical danger to the public.

In the event that an **immediately** dangerous or insanitary building was verified by Council, a resource consent would still be required for a heritage building, but this may be considered retrospectively if there is an immediate risk that cannot be otherwise managed before the resource consent process can be completed.

Issues

Invercargill City has an aging building stock and owner capacity/motivation to maintain older buildings may be limited. Without maintenance by owners, dangerous and /or insanitary buildings can develop over time.

Council currently relies on the community to identify dangerous and/or insanitary buildings or they are a result of fires/weather events. Current resourcing levels do not support a more

proactive approach and it is also recognised that such an approach would also be unlikely to be successful.

Council works with owners to achieve safe and healthy buildings, not only to ensure compliance with the Act but also to contribute to community wellbeing. However, this can be challenging due to a number of factors; contacting and communicating with owners can be difficult, for example, when they are not local; owners may not have resources available quickly to address the dangerous and/or insanitary issues; and owners may not have the knowledge to access the services needed and respond in a timely way. The latter is why Council tries to work positively to enable owners to address their responsibilities, within the limits of its resources.

Interactions of dangerous and insanitary buildings with heritage values can be challenging. While heritage values create an essential character that is greatly valued by the community, maintaining that character requires resources, as previously mentioned. When a building with heritage values becomes assessed as being dangerous and/or insanitary community tensions can arise about the appropriate course of action.

As required by central government, Council is currently undergoing assessments of buildings to establish which buildings are earthquake-prone and in need of seismic upgrading. When a building is identified as earthquake-prone it does not necessarily mean the building is deemed dangerous, as an earthquake is not considered as part of the ordinary course of events that a building may be exposed to.

Next Steps

The Council's Dangerous and Insanitary Buildings Policies are currently being reviewed. As part of this process, there will be an opportunity for community consultation.

Attachments

- Attachment 1 - Dangerous and Insanitary Building Provisions of the Building Act 2004 (Policy Guidance) – (A5245006).
- Attachment 2 - ICC Dangerous Buildings Policy – (A5245007).
- Attachment 3 - ICC Insanitary Buildings Policy – (A5245010).

A5245006



Department of
Building and Housing
Te Tari Kaupapa Whare

Dangerous and Insanitary Building Provisions of the Building Act 2004

Policy Guidance for Territorial Authorities



A5245006

PREFACE 1

BACKGROUND 2

1 POLICY APPROACH 3

- 1.1 Policy principles 3
- 1.2 Overall approach 3
- 1.3 Identifying dangerous and insanitary buildings 3
- 1.4 Assessing buildings 4
- 1.5 Taking action on dangerous and insanitary buildings 4
- 1.6 Fixing dangerous and insanitary buildings 5
- 1.7 Interaction between a dangerous and insanitary buildings policy and other provisions of the Building Act 2004 5
- 1.8 Dealing with building owners 6
- 1.9 Recording the status of a dangerous or insanitary building 6
- 1.10 Economic impact of policy 6

2 PRIORITIES 7

- 2.1 Priorities for action 7

3 HERITAGE BUILDINGS 8

- 3.1 Dealing with heritage buildings 8

4 APPROACHES TO IDENTIFICATION OF DANGEROUS AND INSANITARY BUILDINGS 9

APPENDIX 1: TEMPLATE CHECK SHEET FOR INSPECTIONS 10

A5245006

Preface

The final draft of this document was prepared immediately prior to the devastation wrought by the recent hurricane in New Orleans. The aftermath of the hurricane has raised the community's awareness of the magnitude of the effects of hurricanes and other forms of natural disasters.

The hurricane has left a vast number of buildings in a state that is clearly dangerous and insanitary and that, in turn, present the US authorities with significant challenges in regard to public health and safety.

The guidance that is provided in this document is directed to the enforcement of the relevant provisions of the Building Act in the course of normal territorial authority business.

It is not intended as a guide to action in extreme circumstances such as those delivered by the hurricane in New Orleans. The Ministry of Civil Defence and Emergency Management is currently consulting on a Proposed National Civil Defence Emergency Management Plan. Information concerning this plan is at <http://www.mcdem.govt.nz/memwebsite.nsf>

INTRODUCTION

Objective of this document

This document provides background information and suggestions that may assist territorial authorities (TAs) in developing the policies on dangerous and insanitary buildings required by section 131 of the Building Act 2004 (the Act).

This is not a detailed document and does not aim to be prescriptive. It is intended to provide a resource for TAs, especially those with limited resources, in developing their individual policies. It is expected that TAs, in consultation with their communities, will develop policies that strike a balance between the need to address the risk to their communities arising from dangerous and insanitary buildings and other priorities, taking into account the social and economic implications of implementing the policy. The consultation process will likely require individual policies to balance the various, and sometimes conflicting, priorities within communities.

Notwithstanding this necessary balancing, policies on dangerous and insanitary buildings have been provided for in the Act and are required in order to protect those who use buildings from any harm arising from that use. This should be kept in mind when developing policies.

A5245006

Background

LEGISLATIVE BASIS FOR A POLICY ON DANGEROUS AND INSANITARY BUILDINGS

The sections of the Building Act referring to dangerous and insanitary buildings are found in Subpart 6 of Part 2 of the Act. Section 121 defines a dangerous building and section 123 defines an insanitary building.

The definition of 'dangerous' in section 127 has been widened from the former Act. Section 64(2) of the former Act provided categories of building that had high or abnormal fire hazard, but the Building Act 2004 adds the phrase 'is likely to cause injury or death ... to any persons in it or to persons in other property.' This effectively reduces the threshold test for dangerous buildings.

Section 131 of the Act requires each TA to establish a policy on dangerous and insanitary buildings by 31 May 2006.

While the legislation requires all TAs to address issues associated with dangerous and insanitary buildings, the way in which individual TAs approach this requirement may vary according to local circumstances. However, a policy on dangerous and insanitary buildings must state:

- 1 the approach that a TA will take in performing its functions under Part 2 of the Act
- 2 the TA's priorities in performing those functions
- 3 how the policy will apply to heritage buildings.

Section 132 requires TAs to follow the consultative procedure set out in section 83 of the Local Government Act 2002.

As soon as practicable after a TA adopts a policy, it must provide a copy of the policy to the Chief Executive of the Department of Building and Housing. TAs must review their policies every 5 years.

INTENT OF THE LEGISLATION

The Building Act 2004 aims to improve control of, and encourage better practices in, building design and construction. The legislation in regard to dangerous and insanitary buildings seeks to reduce the danger to the population posed by these buildings.

The legislation also recognises that the circumstances of individual TAs will vary and that the local economic, social and other factors have an impact on the implementation of these provisions of the Act.

For example, a council facing a major shortage of housing within its jurisdiction should consider broader accommodation issues within its area.

The measures in the legislation also recognise the need for a consistent, transparent and accountable approach to the implementation of the provisions in order to protect the health and safety of building users.

A5245006

1 Policy approach

1.1 Policy principles

One of the key purposes of the Act, as set out in section 3, is to ensure 'people who use buildings can do so safely and without endangering their health.' Section 4 details the principles to be applied in performing functions under the Act and specifically states that TAs must take these principles into account in the adoption and review of their dangerous and insanitary buildings policies. The development of these policies, then, takes place in the broad context of the Act's purposes and principles and TAs should have these in mind when fulfilling the requirements of section 131.

The Act also recognises that local factors will affect the implementation of the dangerous and insanitary buildings provisions and empowers TAs to develop their policies in consultation with their communities.

The key issues that each policy on dangerous and insanitary buildings is to address are set out in section 131; section 132 describes the policy development processes. By requiring TAs to consult with their communities in developing their policies, the Act ensures policies are open, transparent and understood by those who will be affected by them. The consultation process will enable each TA to develop a policy that strikes a balance between the threats that dangerous and insanitary buildings may present and other factors within the district, and the broader economic issues of implementing the policy. For a policy to be effective, a TA may need to ensure its other policies, such as a housing policy, complement the policy on dangerous and insanitary buildings.

In some communities local conditions may limit the options available to a TA to deal with dangerous and insanitary buildings. For example, in some cases the costs of short-term disruption arising from the evacuation of a building may be greater than the long-term danger. This is a matter for a TA's judgement and will require consideration of the relative risks arising from continuing occupation and emptying the building. In such circumstances, a TA could require immediate, but possibly temporary, action to reduce the danger while demanding the removal of the danger over a longer period. If appropriate, a TA's policy could refer to such, or similar, matters.

1.2 Overall approach

Sections 124 to 130 of the Act provide the authority necessary for TAs to take action on dangerous and insanitary buildings and set out how this action is to be taken. In broad terms, policies should set out how TAs propose to exercise this authority.

In developing their policies, TAs may wish to use their current practices as a starting point and consider whether they are appropriate in the light of the principles and purposes set out in the Act. In cases where a TA decides to maintain its current practices as its dangerous and insanitary buildings policy, those practices must still meet the requirements of the Act.

1.3 Identifying dangerous and insanitary buildings

It is very likely that in many, but not all, cases a building's dangerous or insanitary status will not be readily apparent. For that reason, any attempt to identify these buildings proactively is unlikely to be successful unless a TA has considerable resources to undertake inspections and evaluations of buildings.

As a consequence, the most likely sources of information concerning dangerous or insanitary buildings will be building occupants, neighbours who believe that their amenity is threatened by the state of the building, or as the result of an inspection by the police, the fire service or other agencies authorised to inspect buildings.

Relying on complainants to provide information concerning potentially dangerous or insanitary buildings may be the only practical way in which TAs can identify these buildings within their districts and undertake their statutory responsibilities. However, the Department considers that the requirement to develop a policy on dangerous and insanitary buildings provides an opportunity for each TA to reconsider its current approach to the implementation of this legislation and to determine whether it is an adequate way in which to fulfil the intention of the Act.

A5245006

1.3.1 Responses to complaints

The circumstances that may lead to a building being classified as dangerous or insanitary will not necessarily come to the notice of a TA unless the TA first receives a complaint from a building user, a member of the public or a government agency with the right to inspect buildings.

The appropriate response to a complaint is to inspect the building and determine whether it is a dangerous or insanitary building. Inspections should take place promptly on the receipt of a complaint, though TAs with limited resources may wish to establish some mechanism for assigning priority to particular types of dangerous or insanitary conditions.

In some cases, a building may become dangerous or insanitary quickly, as a result of the failure of some feature within the building, for example, the fire alarm system malfunctions, drains become blocked or a tenant stores dangerous goods without the building owner's knowledge. TAs may wish to include in their policies how they will investigate such complaints.

1.4 Assessing buildings

When a TA has reason to believe that a building may be dangerous or insanitary, the TA should investigate the matter by inspecting the building to determine whether it is dangerous or insanitary. A suggested inspection checklist is in Appendix 1.

1.5 Taking action on dangerous and insanitary buildings

Section 124 of the Act sets out the powers available to TAs to deal with dangerous and insanitary buildings. A TA may:

- put up a hoarding or a fence to prevent people approaching the building
- attach a notice that warns people not to approach the building
- give written notice requiring work to be carried out to reduce or remove the danger or prevent the building from remaining insanitary.

Section 125 deals with the mechanism by which TAs should give notice and section 126 enables them, if necessary, to undertake the required work themselves. Notices served on building owners should specify the work that needs to be carried out, the time in which it is to be completed and whether the owner of the building is required to obtain a building consent in order to carry out the specified work. The process for serving notices on owners should be transparent and in accord with a TA's overall policy on dangerous and insanitary buildings and the provisions of the Act.

Section 129 gives power to TAs to take swift action to remove immediate danger or fix insanitary conditions without first serving notice on owners.

TAs should note that the wording of section 128 of the current Act differs from section 80(1)(b) of the former Act. Under the new arrangements a person commits an offence only if he or she uses, or allows others to use, a dangerous or insanitary building **after** a TA has put up a hoarding or fence or attached a notice warning people not to approach the building.

However, section 116B provides an offence if a person uses a building that is not **safe** or not sanitary, or if it has inadequate means for escape from fire. This provision, enacted in the Building Amendment Act 2005, enables TAs to take action, when appropriate, against owners and occupiers of such buildings when the TA has not taken, or has not been able to take, any of the actions provided under section 124.

1.5.1 Consultation with owners of affected buildings

Once a TA has determined that a building is dangerous or insanitary, the TA may wish to consult with the owners of the affected building before issuing the necessary notices or erecting hoardings or signs.¹ This may enable a TA to understand the circumstances of the owner or the future plans for the site. Such knowledge could affect, for example, the time in which repairs are to be undertaken. Notwithstanding these consultations, once a TA is satisfied that a building is dangerous or insanitary in terms of the Act, it is incumbent on it to take some form of action.

¹ This would depend on the level of danger to occupants of the building in question or of adjacent buildings. TAs have power under the Act to take urgent action if anyone faces immediate danger.

A5245006

1.5.2 Serving notice

In general, it would be fitting to serve notice on owners of all buildings that a TA is satisfied are dangerous or insanitary, even if the time-frame for action is an extended one. The notice should clearly set out the time in which the required action is to be completed.

It is often relevant to consult building owners prior to taking action on a dangerous or insanitary building, but TAs should not let their wish to consult delay taking necessary action within the provisions of the Act. This is especially so when the danger posed by a building is significant.

1.6 Fixing dangerous and insanitary buildings

If a TA is satisfied that a building is dangerous or insanitary, it may serve notice on the owner requiring work to be undertaken to reduce or remove the danger or prevent the building from remaining insanitary. The TA must ensure the notice is fixed to the building and copies sent to both the owner of the building and those who occupy it. Section 125 requires copies of notices to be sent to a range of other people when appropriate. At the end of the time in which the remedial work is to be completed, the TA should inspect the property.

When owners fail to undertake the work required by a notice within the stated time, a TA may seek court approval to enter a building and undertake the necessary work itself. Section 127 recognises that work necessary to remove or reduce danger authorised under sections 124 or 126 can include demolition of the building.

Section 129 permits TAs, in circumstances set out in the section, to take action to avoid immediate danger.

1.6.1 Building work to reduce or remove danger

In most cases a TA's views on the appropriate action to be taken in regard to dangerous or insanitary buildings will be based on the specific issues and dangers arising from the building in question and the requirements of the legislation. In the case of a derelict building, erecting a hoarding to prevent people from approaching or entering the building may be adequate, but, for example, if the

building has a history of use by squatters who thereby place themselves at risk, this may not be sufficient action. Serving notice on the owner to remove or reduce the danger, possibly through demolition, could be a more appropriate course of action.

Similarly, a notice requiring a reduction in danger may be the best solution in an environment where there is a critical housing shortage and removing the danger would require evacuation of the building. In such circumstances, TAs will have to exercise their judgement as to the most appropriate action under the Act.

It would be appropriate for a TA to indicate in its policy any guiding principles or processes it will follow to ensure that it pursues the most fitting response in any particular situation.

1.7 Interaction between a policy on dangerous and insanitary buildings and other provisions of the Building Act 2004

In its guidance on the development of policies on earthquake-prone buildings, the Department suggested that TAs could use sections 112 to 116A as tools in the implementation of their policies on this type of building. The ability of TAs to use these sections for a similar purpose in a policy on dangerous and insanitary buildings may be more limited.

However, when the owner of a building seeks consent to undertake building work under the provisions of these sections, a TA could inspect the building file to determine whether or not the building in its current state has been classified as dangerous or insanitary. And when the owner of a dangerous or insanitary building on whom notice has been served, but who has not yet undertaken the required remedial work, applies for a consent for action covered by sections 112 to 116A, a TA could require that the action necessary to reduce or remove danger be undertaken at the same time as (or before, if appropriate) the building work set out in the consent application.

A5245006

1.8 Dealing with building owners

The success of a TA policy on dangerous and insanitary buildings will depend in large part upon the support and goodwill of building owners and, to an extent, building occupiers. Owners will have to bear the costs of any required improvements and occupiers will bear much of the inconvenience associated with the building work required to reduce or remove danger.

For this reason, there may be value in a TA making owners and occupiers aware of its plans to develop a policy on dangerous and insanitary buildings in advance of any community consultations. This could encourage owners to take action on buildings likely to be affected by the policy in advance of the policy establishment and would ensure that community consultation does not come as a surprise to owners and occupiers.

Section 125 sets out the processes TAs are to follow in serving notices. It would still be appropriate to discuss with building owners issues relating to a dangerous or insanitary building's status in advance of any notice. When the necessary work required on a building is complex, it would be appropriate for a TA to determine the nature of any remedial work in consultation with building owners. But, in cases where owners may not be cooperative, TAs should still demand the action they consider is appropriate to reduce or remove the danger or fix insanitary conditions. In extreme cases, TAs have power under section 126 to carry out any necessary work to protect the community.

1.9 Recording the status of a dangerous or insanitary building

A TA may keep a register of all buildings deemed dangerous and/or insanitary. TAs will need to consider the period for which correspondence concerning these buildings should be kept on the relevant property file. TAs may also wish to consider whether this information will be disclosed in any land information memorandum (LIM) or, where it affects any proposed building work, whether the information should be disclosed in a project information memorandum.

1.10 Economic impact of policy

The intent underlying section 131 requirements to develop policies on earthquake-prone buildings and dangerous and insanitary buildings is to improve health and safety for people who use buildings, and this should be the main focus in the development of a dangerous and insanitary buildings policy.

However, TAs should consider the costs of any action required to reduce or remove dangerous or insanitary conditions in affected buildings in the broader social and economic context of the community. For example, in some circumstances demolition may be the most appropriate way to remove danger from an occupied building, yet if there is no alternative accommodation for its occupants, it may be necessary for TAs to have in place other arrangements that can support the policy or to consider other forms of action consistent with the Act.



A5245006

2 Priorities

2.1 Priorities for action

However a TA becomes aware of the existence of a dangerous or insanitary building, its policy must state the priorities for performing its functions under sections 124 to 130 of the Act. The Department considers this requires TAs, at the least, to consider their priorities in dealing with dangerous and insanitary buildings. As a minimum, a TA should consider, for example, whether any specific forms of danger within its district are likely to require speedier action than others.

In districts where some sections of the building stock may have a recognised problem that could dispose those buildings to particular dangers or insanitary conditions, TAs should consider whether to be proactive in ensuring those buildings do not represent a danger to the buildings' occupants or members of the public.

A5245006

3 Heritage buildings

3.1 Dealing with heritage buildings

The Act requires TAs to state in their policies on dangerous and insanitary buildings how they will deal with heritage buildings that fall into this category.

These buildings play an important role in the social and cultural fabric of New Zealand society, but their nature and age mean that even simple rectification requirements may present design and cost challenges for owners. In cases where heritage buildings are dangerous or insanitary, TAs should, in addition to consulting with a building's owner, consider seeking advice from the Historic Places Trust. In this context, TAs should note that where a heritage building is subject to a notice, a copy of the notice must be sent to the New Zealand Historic Places Trust.

In making any specific arrangements concerning a heritage building, TAs will have to exercise their judgement concerning the nature and importance of the building and the level of risk it poses to the community. However, the fact that a building has heritage status does not mean it can be left in a dangerous or insanitary condition. The provisions of the Act continue to apply and a TA's policy should indicate how it intends to apply those provisions to heritage buildings.

A5245006

4 Approaches to identification of dangerous and insanitary buildings

The Act does not specify how a TA is to gather information concerning dangerous and insanitary buildings within its district.

Essentially, there is a continuum of approaches that a TA may adopt to the identification of these buildings. They could range, for example, from a timed inspection of all buildings within a district, to an inspection of a particular range of buildings through to a totally passive approach in which a TA acts only when the state of a building has been brought to its attention. Within this range, TA policies should indicate the approach that best marries the intent of the legislation with the requirements of the local community.



A5245006

Appendix 1: Template check sheet for inspections

The following template is a guide to how a building inspection report on a dangerous or insanitary building could appear. It is presented for illustrative purposes only and is not an exhaustive list of what a TA should review.

DANGEROUS AND/OR INSANITARY BUILDING INSPECTION RECORD		
Address of building		
Building name		
Name of person allowing access		
Relationship to building		
Time and date of inspection		
Contact details of at least two tenants (continue on reverse if necessary):		
Name		
Relationship		
Address (Other than the address of the building)		
Phone (Home)		
Phone (Work)		
Phone (Mobile)		
Building warrant of fitness – current: yes/no Displayed: yes/no		
Current use described as?		
Is current use and described use the same? yes/no		Number:
List fire protection/detection system(s) present		Operational?
		yes/no
		yes/no
		yes/no
*Note on rear of page if system has obvious defects in relation to relevant New Zealand Standards.		
Building features		
1. Number of floors	8. Adequate potable water supply?	yes/no
2. How many flats?	9. Adequate sanitary facilities for intended use?	yes/no
3. How many beds (total)?	10. Has the cladding failed?	yes/no
4. How many means of escape?	11. Is the nature of the building likely to be offensive or injurious to health?	yes/no
5. Can you identify safe paths? yes/no	12. Do safe paths lead to exterior ground?	yes/no
6. Have you walked the escape routes? yes/no	13. Are any escape doors fitted with locks?	yes/no
7. Any uncontrolled sources of ignition? yes/no	14. Is any other building affected/likely to be affected by these building defects?	yes/no

A5245006

DANGEROUS AND/OR INSANITARY BUILDING INSPECTION RECORD (continued)			
Describe the building's construction :			
Describe means of escape :			
Describe purpose groups within the building:			
Describe water supply and sanitary facilities :			
Describe why building is 'offensive' and/or 'likely to be injurious to health' :			
High hazard backflow prevention:			
Required?	yes/no	Installed?	yes/no

A5245006

DANGEROUS AND/OR INSANITARY BUILDING INSPECTION RECORD (continued)			
Dangerous/hazardous goods:			
Stored/used in building?		yes/no	
What	Where	Class	Quantity
ACTION			Complete
On attached blank pages sketch floor plans and record locations of items 5-14 in Building features above.			
Obtain copy of the current certificate of title			
Obtain copies of lease agreements			
Obtain tenants' contact details			
Obtain name of person tenants deal with			
Obtain expert reports			
Research building warrant of fitness			
Research authorised use/s			
What is your opinion of the building overall?			
Do you believe that the building is dangerous or insanitary?		yes/no	Has this been confirmed by another party?
			yes/no
Name	Agency	Address	
Reasons for YOUR decision:			
Obtain copies, in writing, from any attending experts eg, fire service, fire engineers, IQPs			
Signed			
Date			



A5245006

A5245006

Published in October 2005 by
Department of Building and Housing
PO Box 10-729,
Wellington, New Zealand

This document is also available
through the Department's website:
www.dbh.govt.nz

ISBN: 0-478-28859-X (document)
ISBN: 0-478-28860-3 (website)

Copyright

This publication, or any part of it, may not
be reproduced for commercial use by any
means, electronic, mechanical, electrostatic
photocopying or otherwise, or stored in a
retrieval system, without the prior permission
of the Department of Building and Housing.
Reproduction of all or part of this booklet
is permitted only if the intended use is for
educational or public information purposes,
and the source is acknowledged.



A5245007



DANGEROUS BUILDINGS POLICY

Effective from 27 November 2018

Purpose

This Policy is to meet the requirements of Sections 131 and 132 of the *Building Act 2004* (the Act) for territorial authorities to adopt a policy on dangerous buildings.

Scope

When it becomes apparent that a building may be dangerous, Council's role is to undertake an assessment of the building to establish whether it is dangerous within the terms of the Act, and the likelihood of immediate or any danger.

Where a building has been deemed to be dangerous, Council will work with the owner of the building to make it safe.

The building owner's responsibility is to undertake works to remove or reduce the danger. This includes full financial responsibility.

Definitions

These and other provisions relating to dangerous buildings are contained in the following sections of the Act.

- Section 121 defines the meaning of dangerous building.
- Section 121A defines an affected building.
- Section 124 describes powers of territorial authorities in respect of dangerous buildings.
- Sections 125-130 describe procedures to be applied in the exercise of those powers.
- Section 131 provides that a territorial authority must adopt a policy on dangerous buildings.
- Section 132 describes procedures in relation to the adoption and review of Council's policy on dangerous buildings.

"heritage building" is defined in the Act. Cf Heritage in District Plan and part 3.8 of that plan

A5245007



Appendix 1

Overall Approach and Taking Action on Dangerous Buildings

Overall Approach

1. The Invercargill City Council will be proactive in addressing problems of dangerous buildings.
2. When a building is brought to the Council's attention, it will be inspected and assessed prior to this policy and the relevant procedures of the Act.
3. The Council will determine whether it is in fact dangerous. In so doing, Council may request the advice of the New Zealand Fire Service.
4. Where a building is deemed dangerous, immediate action will be taken.
5. In addressing problems of dangerous buildings, the Council will follow the procedure set out in the Act.
6. Where, pursuant to the Building Act 2004, the Council undertakes work to address problems relating to a dangerous building, pursuant to either a Court Order or Chief Executive Warrant, the Council reserves the right to appoint an independent contractor to carry out the required work.
7. The Council will hold the owner of any dangerous building liable for the cost of any work required to reduce or eliminate the danger posed by that building to its occupants or to the public. (The work may include the demolition of the building and clearance of the site at the owner's cost.)
8. This policy will apply regardless of whether or not the building is a heritage building. However, in assessing a building which is classified by the New Zealand Historic Places Trust, Council will consult the Trust provided that the time required for consultation will not materially increase the physical danger to the public.

A5245007

Taking Action on Dangerous Buildings

When taking action on a potentially dangerous building, the Council will follow its *"Procedure for Remedying Dangerous Buildings"*.

Revision History:	8 November 2005
Reference Number:	A844062
Effective Date:	27 November 2018
Review Period:	This Policy will be reviewed every five (5) years, unless earlier review is required due to legislative changes, or is warranted by another reason requested by Council.
Supersedes:	
New Review Date:	November 2023
Associated Documents/References:	Procedure for Remedying Dangerous Buildings Appendix 1
Policy Owner:	Director of Environmental and Planning Services



INSANITARY BUILDINGS POLICY

Effective from 27 November 2018

Purpose

This Policy is to meet the requirements of Sections 131 and 132 of the Building Act 2004 (the Act) for territorial authorities to adopt a policy on insanitary buildings.

Definitions

These and other provisions relating to insanitary buildings are contained in the following sections of the Act.

- Section 123 defines the meaning of insanitary building.
- Section 124 describes powers of territorial authorities in respect of insanitary building
- Sections 125-130 describe procedures to be applied in the exercise of those powers.
- Section 131 provides that a territorial authority must adopt a policy on insanitary building.
- Section 132 describes procedures in relation to the adoption and review of Council's policy on insanitary buildings.

"heritage building" is defined in the Act.

Policy Statement

Where it becomes apparent that a building may be insanitary, Council's role is to undertake an assessment of the building to establish whether it is insanitary within the terms of the Act.

The building owners responsibility is to undertake works to restore the building to a sanitary condition. This includes financial responsibility, for making the building safe and sanitary.

A5245010

General Approach

1. The Invercargill City Council will be reactive in addressing problems of insanitary buildings.
2. A building will be deemed to be insanitary by the Council when the circumstances of Section 123 apply, and in particular when:
 - Building has no potable water.
 - Building is occupied and has water penetration through exterior claddings or roofing.
 - Building is occupied and has inadequate sanitary facilities for its intended use.
 - Building is in a state of disrepair due to, but not limited to, lack of maintenance, neglect, fire damage, flood damage, earthquake damage or other form of damage. Note: Building does not need to be occupied to fall into this category but consideration is to be taken of neighbouring properties.
3. In determining what is an insanitary building Council staff may consult with other agencies and other Council staff to determine if any or all of the above defects exist.
4. In addressing problems of insanitary buildings, the Council will follow the procedures set out in the Act.
5. Where, pursuant to the Act, the Council undertakes work to address problems relating to an insanitary building, pursuant to either a Court Order or Chief Executive Warrant, the Council reserves the right to appoint an independent contractor to carry out the work required.
6. The Council will hold the owner of any insanitary building liable for the cost of any work required to eliminate the risk posed by the building to its occupants or to the public because it is insanitary.
7. This policy will apply regardless of whether or not the building is a heritage building. However, Council will consult Heritage New Zealand Pouhere Taonga before taking action on any registered heritage building deemed to be insanitary.
9. If Council acts on a complaint the complainant may be requested to provide a signed written statement. The complainant will be advised that the Council may request an appearance in the District Court to give evidence concerning the complaint.

Taking Action on Insanitary Buildings

When taking action on a potentially dangerous building, the Council will follow its *"Procedure for Remedying Insanitary Buildings"*.

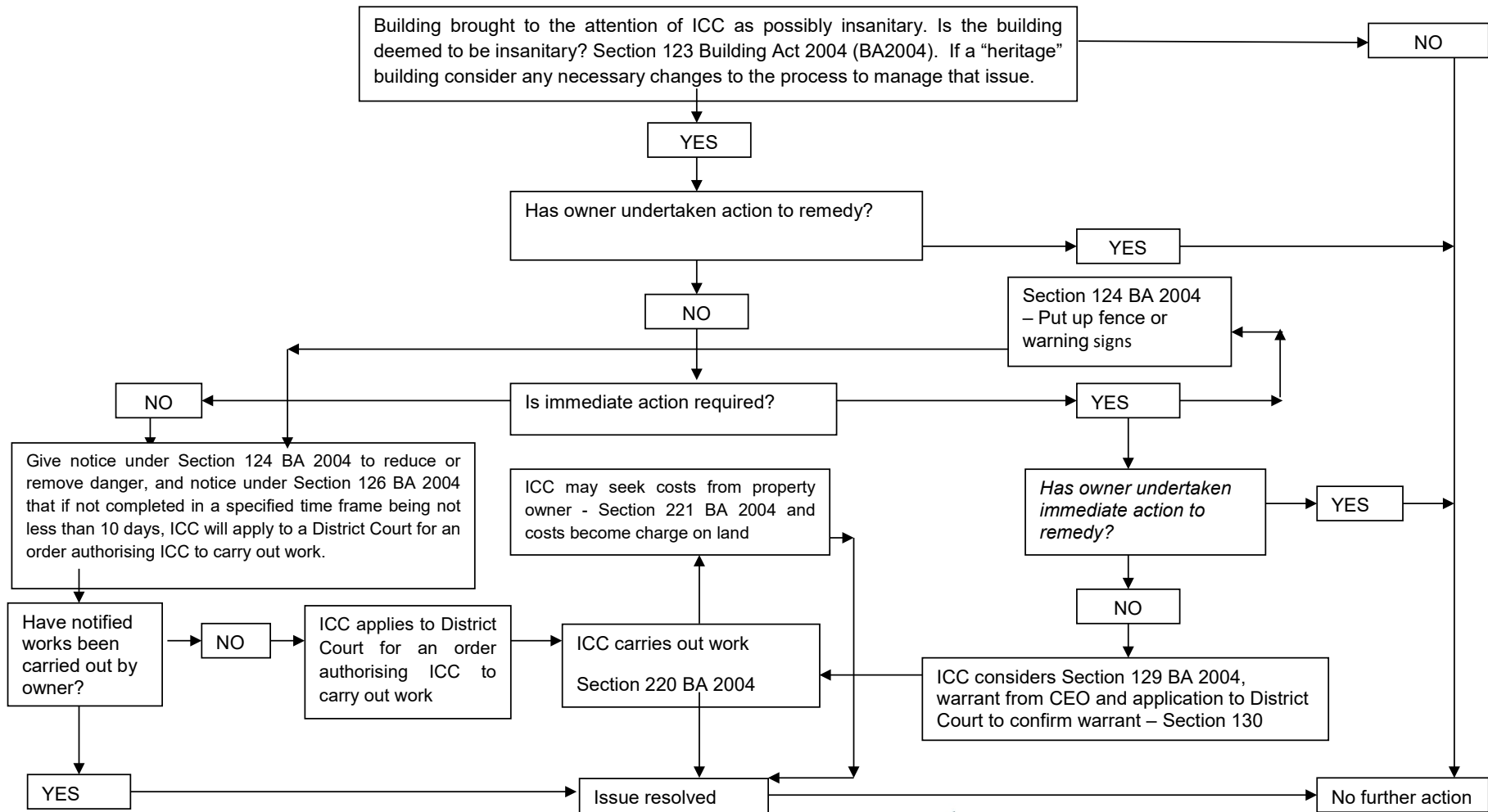
A5245010

Revision History:	8 November 2005
Effective Date:	27 November 2018
Review Period:	This Policy will be reviewed every five (5) years unless earlier review is required due to legislative change, or is warranted by another reason requested by Council
New Review Date:	November 2023
Associated Documents / References:	Procedure for Remediating Insanitary Buildings Appendix 1
Supersedes:	NA
Reference Number:	A844059
Policy Owner:	Director of Environmental and Planning Services/Manager Building Regulation Services

A5245010

APPENDIX 1

Procedure for Remedying Insanitary Buildings



FUTURE USE OF BUILDING – 72 BARROW STREET, BLUFF

To: Bluff Community Board

Meeting Date: Monday 18 March 2024

From: Heather Guise – Property Portfolio Manager

Approved: Patricia Christie - Group Manager - Finance and Assurance

Approved Date: Monday 11 March 2024

Open Agenda: Yes

Public Excluded Agenda: No

Purpose and Summary

Officers are seeking direction from the Bluff Community Board as to the ongoing viability of retaining the land and building at 72 Barrow Street, Bluff which is part of the Council's Investment Property portfolio, following receipt of a building report showing the status of the building.

Recommendations

That the Bluff Community Board:

1. Receives the report "Future Use of Building – 72 Barrow Street, Bluff".
2. Request Council to consider the Bluff Community Board's preferred direction in relation to future retention and use of the building.

Background

A report to the Bluff Community Board on 20 March 2023 outlined the current situation of the Lease at 72 Barrow Street, Bluff to the Scout Association of New Zealand (on behalf of Te Ara O Kiwa Scout Group) and the potential issues if the Lease were to be placed at market rental as had been assessed.

The report also outlined the Scout Group, as part of the existing peppercorn rental, were responsible for maintenance of the building and all outgoings as relate to the use of the land and buildings including rates, insurance and service utilities.

By way of letter dated 11 July 2023, Te Ara O Kiwa Scout Group notified Council that they have identified occupation of the building is no longer a viable option for them and requested to

remain as Lessee at the peppercorn rate until 31 July 2024, allowing sufficient time for the Group to vacate the premises and remove all items belonging to the Group.

In October 2023, significant storm damage resulted in some of the roofing iron needing to be repaired/secured and a building report was requested to identify any maintenance/replacement matters required for the building to remain tenanted. Aerial and street view photographs are annexed as Appendix 1 (A5235679).

Issues

Following the decision by the Te Ara O Kiwa Scout Group to cease leasing the building, Phoenix Services were engaged to undertake a visual building inspection of the property and provide an interim indication of maintenance matters which are outstanding. A copy of that report is annexed as Appendix 2 (A5236070).

The report identifies elements of the building are mainly in poor to average condition with an emphasis that the roof in particular requires attention. There are multiple rust holes with signs of water damage in the roof framing and some ceiling materials.

The report also identifies borer in timbers both in the roof cavity and subfloor framing, as well as some tongue and groove ceiling and wall linings.

There is no insulation present within the ceiling cavity or underfloor and there is no hot water cylinder or hot water services. Electrical fittings are noted as older style and there are no smoke alarms within the building.

Photographs taken by the contractor identifying matters of note are annexed as Appendix 3 (A5239152).

Overall, in order to Lease the building in the future, there are some significant repairs required, as well service improvements in order for the building to meet current building code.

While no quantified costings have yet been sought for the repairs and service improvements and there is no budget approved, estimated costs could range from \$120,000 upwards, dependent on level of dilapidation of the roof/ceiling cavity.

Officers are seeking support from the Bluff Community Board as to the following options:

1. Retention of the land and building for lease as a community asset at peppercorn rental with repairs and improvements to remain the responsibility of any future Lessee.
2. Retention of the land and building for lease at market rate, noting there would be significant cost to carry out repairs and improvements prior to leasing but ongoing maintenance costs will be met by market rental.
3. Disposal of the land and building for development by private entity.

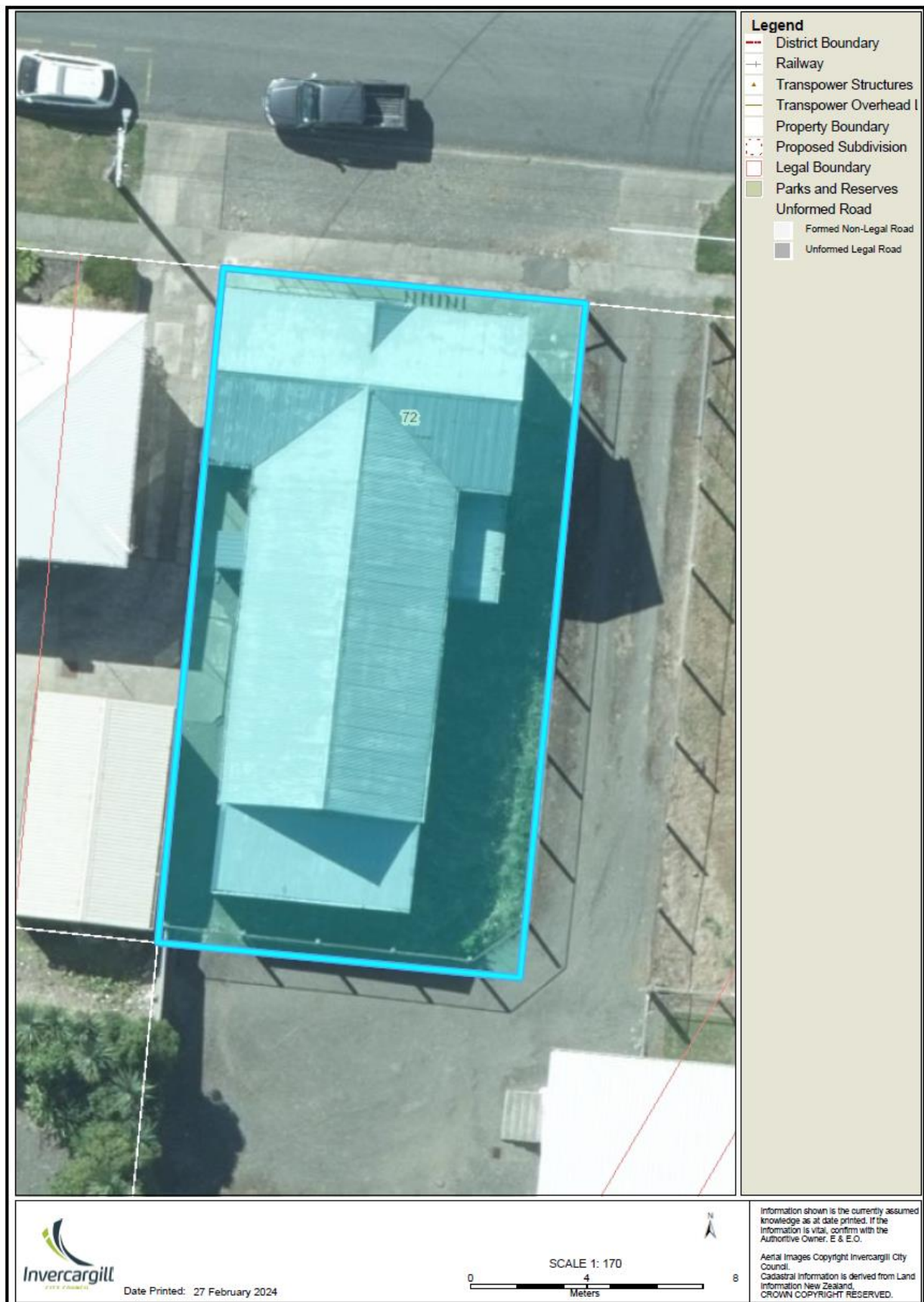
Next Steps

Officers will take the preferred option from the Bluff Community Board to the Finance and Projects meeting for discussion by Council.

Attachments

1. Appendix 1 – Aerial and street view photographs of the subject property (A5235679).
2. Appendix 2 – Visual building inspection report (A5236070).
3. Appendix 3 – Photographs identifying building matters of note (A5239152).

A5235679





A5236070

Inspection Report

Prop ID: Old Scout Hall	Date: 19/10/2023
Street: 72 Barrow Street	Tenant: ICC
City: Bluff	Tenant Present: Bob
Inspector: Daniel	Internal Access: Granted

Exterior	Comments
Appearance of Property / Street Appeal / Street Frontage (Note: Take Photo of house and include in report)	1910 Build, age of building reflects condition
Location (<i>Short Description</i>)	72 Barrow Street, Bluff, New Zealand

Grounds	Condition (eg. Excellent/Average/Poor)	Comments/Lifespan (eg. 3 yr lifespan)
Driveway	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Gravel pull in bay at front of building, fair condition with wear as expected and grass/weeds needing sprayed
Fencing/Gate	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input checked="" type="radio"/>	East and South fencing is mixture of new netting on original concrete posts, no fencing on West side
Gardens	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Vegetation around South, East and West sides of building overgrown and in contact with building in places
Concrete areas/ pathways	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Pathways and concrete areas and uneven and fatigued, not currently causing a health and safety concern

Building Exterior	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Roof (Weather tight)	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Roof in poor condition with multiple rust holes, missing fixings and appears to be secured over original timber shake tiles, one small section has been replaced
Spouting/Guttering	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Full of debris, falls are incorrect and installation method is poor
Cladding (Structural sound)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Front portion of building is PVC cladding, rear section has been clad in colorsteel, both claddings are in need of repair
Joinery	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Alloy joinery single glazed throughout, done in different stages.

Kitchen	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Oven (condition, make & model)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No oven
Dishwasher (condition, make & model)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No Dishwasher
Extract Fan	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No Extraction
Cupboard	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Under bench cupboards and one small pantry type cupboard, standard timber construction
Bench/Sink	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Formica bench with stainless steel sink insert, standard cold tap only
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard secured over T&G ceiling, water damage evident on south end of kitchen ceiling
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Double tube florescent unit
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard lining
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Painted T&G flooring
Door (incl. joinery, handle)	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	4panel timber door, mismatched and poor condition hardware
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single glazed casement sash alloy unit, damaged latch,

Toilet	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Toilet seat/pan	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Reasonable condition standard toilet suite. No wheelchair accessible facilities
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard lining
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard lining
Vanity	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Cold water services only, no hot water
Floor	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input checked="" type="radio"/>	Vinyl floor coverings
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard door in reasonable condition
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single glazed alloy awning sash with double tongue venting handle
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp

Main Hall	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard linings
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard linings
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring with noticeable amounts of borer damage
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Door from lobby to hall missing
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single glazed alloy windows with polycarbonate shield internal of reveal, non-venting
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamps
Heating (type)	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No heating units

Stage- main stage area	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Wiring	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Some older wiring/ switches
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single door from stage to East off stage area,
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No windows

Stage- East off stage area	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard linings
Walls	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Hardboard linings
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring with vinyl floor covering (presumed to be asbestos based)
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	No handle set or locking mechanism
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No windows
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp

Stage- West off stage area	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Ceiling	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	T&G linings, significant borer
Walls	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	T&G linings, significant borer
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Secured with padlock and chain
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No windows
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp

Store room off toilet	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G lining- Borer evident
Walls	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	T&G lining- Borer evident
Floor	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard door with slide bolt and chain to lock/ secure
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Window covered over when building was re-clad
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp

West store room	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Ceiling	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	T&G lining, patch where chimney was removed and shows signs of water damage
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Mixture of T&G lining and hardboard
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	4 panel door
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single glazed alloy unit with no opening sash for ventilation
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp

Hallway/ Entry	Condition	Comments / Lifespan
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G lining
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard lining
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Door to hall removed, main access door has antiquated and poor condition hardware which does not meet code as is secured with slide bolt and padlock on exterior
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No windows

North/ West store room	Condition	Comments / Lifespan
Ceiling	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	T&G lining with signs of water damage
Walls	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Hardboard lining
Floor	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Painted T&G flooring
Door (incl. joinery, handle)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	4 panel door with rimlock (not operating) and slide bolt with padlock
Lighting	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Standard incandescent lamp
Windows (incl. latches, glass, joinery)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Single glazed casement sash alloy unit

Roof cavity/ cladding	Condition	Comments / Lifespan
Roof framing	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Damage in some areas where leaks have occurred, significant borer damage
Insulation	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	None present
Roof cladding	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Galvanized sheeting in poor condition secured through original timber shakes
Spouting/ downpipes	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Debris in gutters and falls/ installation incorrect/ poor

Sub Floor	Condition	Comments / Lifespan
Subfloor framing	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Significant borer damage
insulation	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	None present
Vapour barrier	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	None present

Other	Condition (eg. Excellent/Average/Poor)	Comments / Lifespan
Electrical (Power outlets, light switches and lights)	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Most fittings are older with some exposed cabling however is out of reach
Plumbing	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Issues with spouting falls/ downpipes
Fireplace	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	Fire place removed
Hot Water Cylinder (Confirm Age)	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/>	No water cylinder or hot water services
Locks/Door Handles	Poor <input checked="" type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Most locks are incorrect for application, damaged/ mismatched or antiquated
Is there a smoke alarm fitted	Poor <input type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No smoke alarms present
Weathertightness (Leaks)		Significant roof leaks and areas of cladding needing attention
Secure storage	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Various areas within and under building have storage and are secured with padlock/ slide bolt
Are there any signs of mould in the house	Poor <input type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/>	Water damaged areas of ceiling
Type of ventilation fitted	Poor <input checked="" type="radio"/> Average <input checked="" type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No mechanical ventilation, some windows do not open to provide ventilation
Rubbish	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	Site in need of greenery removal
Underfloor/Ceiling Insulation	Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent <input type="radio"/> N/A <input type="radio"/>	No insulation present in ceiling cavity or underfloor

Additional Notes

*Building maintenance is required, some major works including a reroof.
Exterior cladding in contact with soil on South elevation/ partial East and West*

ICC—72 Barrow Street, Bluff

A5239153



North elevation of building



Padlock and slide bolt securing front door/ door in need of paint



North East elevation of building



North West elevation of building

ICC—72 Barrow Street, Bluff



Wast side of building , rear cladding in contact with ground



Soil in direct contact with cladding south end of building



East side of building vegetation



East side cladding change over from colorsteel to pallside

ICC—72 Barrow Street, Bluff



Section of roofing replaced



Deteriorating roof cladding

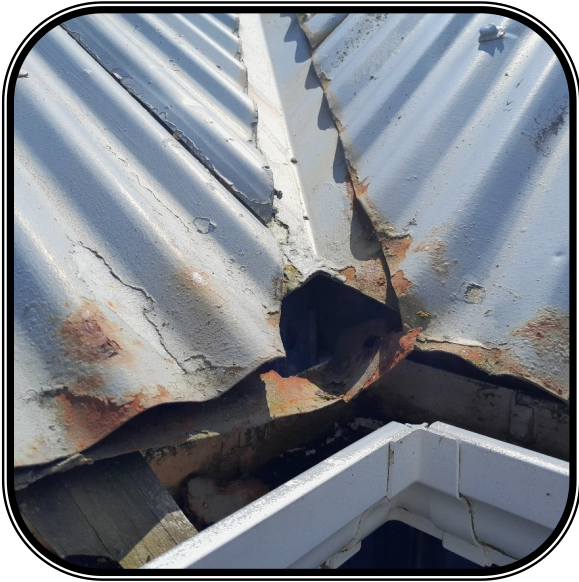


Rear over stage roofing reasonable condition,
secured with lead head nail



Condition of roofing iron on various areas of building

ICC—72 Barrow Street, Bluff



Deterioration of valleys/ roofing



Repairs and clean of gutters required



approx. 75mm drop from roofing to spouting,
exposed collar tie rods through cladding corroding
and unsealed penetration



Roof iron installed over original shake tile roof,
cladding top seal/ flashing detail incomplete

ICC—72 Barrow Street, Bluff



Connection between two cladding systems incomplete, exposed end to pallside cladding



Corner flashing missing from cladding system



Unsealed penetrations through cladding, visible in a number of areas around building



Vegetation in contact with cladding, including soil at rear end of building in direct contact with cladding

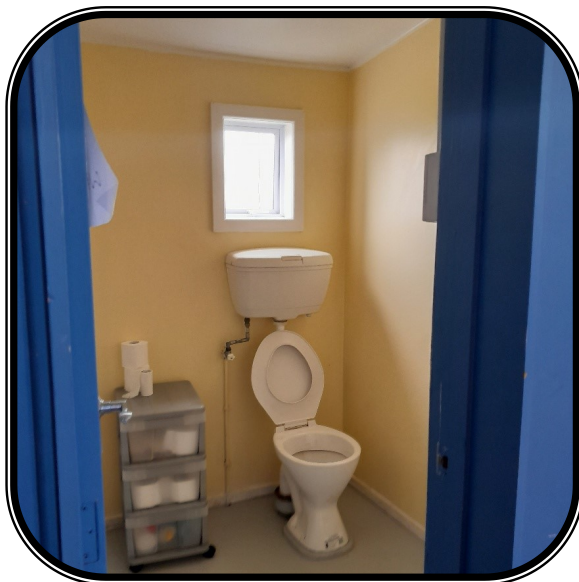
ICC—72 Barrow Street, Bluff



Stage area



Main hall, tidy condition, no ventilation or heating, some borer visible in flooring



Basic toilet room, no hot water facilities



Store room off toilet, hardboard lined

ICC—72 Barrow Street, Bluff



Basic kitchen facility, no hot water services



West room utilized for storage, no ventilation, hardboard linings



North West room utilized for storage



Door hardware non operational, secured with slide bolt and padlock

ICC—72 Barrow Street, Bluff



Roof cavity, no insulation present



Signs of water damage from roof leaks



Daylight visible through ridge line and visible deterioration to roof cladding



Signs of borer in roof framing/ ceiling linings

ICC—72 Barrow Street, Bluff



Access to underfloor area/ storage,
No insulation or vapor barrier present



Standard concrete pile and ring foundation
construction, timber sub framing



Some settlement noted which has been blocked and
wedged in places



Borer noticed in framing however still structurally
sound

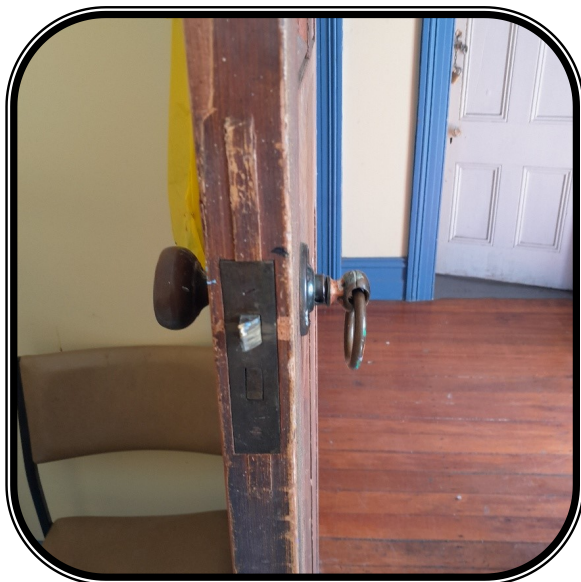
ICC—72 Barrow Street, Bluff



Older style switch board with porcelain fuses



Antiquated hardware/ escape bar, this will be non operation while the exterior slide bolt and padlock are secured



Mismatched and non operational hardware, most of the doors are in similar conditions
